

TEXAS EMERGENCY SERVICES RETIREMENT SYSTEM
INSTRUCTIONS
FORM 602 - LOCAL BOARD MEMBERSHIP

PURPOSE

The Local Board Membership form is used to

- Collect accurate information about members and officers of the Local Board, and
- Ensure the Local Board membership meets statutory requirements.

REQUIREMENTS

For reference, the following statute (Texas Government Code) and agency rule (Texas Administrative Code) specify requirements of Local Board Membership:

Sec. 865.012. LOCAL BOARD.

(a) A local board is composed of:

- (1) one trustee selected by the governing body of the political subdivision of which a participating department is a part;
- (2) except as provided by Subsection (a-1), three trustees who are active members representing a participating department chosen by a majority of the emergency services personnel in the department who are eligible to participate in the pension system; and
- (3) two trustees who are representatives of the political subdivision who are chosen by the other members of the local board.

(a-1) If a participating department does not have a sufficient number of active members to serve on a local board under Subsection (a)(2), the other members of the local board, or if there are no other members of the local board, the governing body of the political subdivision of which the department is a part shall select one or more trustees to serve under that subdivision. A person selected under this subsection to serve as a trustee must be:

- (1) a retiree of the pension system; or
- (2) a beneficiary of the pension system who is the surviving spouse of a former member or retiree.

(b) Trustees of a local board serve staggered two-year terms. At the first meeting of a local board, the trustees shall draw lots to determine the length of the term to be served, with the terms of two trustees to be two years and the terms of two trustees to be one year. The first appointments of trustees appointed by other members of the local board are to be one trustee for a two-year term and one trustee for a one-year term.

(c) A local board shall hold not fewer than four meetings a year under Chapter 551.

(d) A vacancy on a local board is filled for the remainder of the unexpired term by the procedure by which the position was originally filled.

(e) A local board shall elect a presiding officer from the trustees at its first meeting.

(f) At any meeting of a local board, a vote by a majority of the trustees present is necessary for a decision by the trustees.

(g) A trustee of a local board may not receive compensation for service as a trustee but may be reimbursed by the governing body of a participating department for actual and necessary expenses incurred in performing local board functions.

§310.5. Local Board of Trustees.

(a) A local board annually shall elect a chair, vice chair and secretary for a given calendar year no later than January 31st of such calendar year.

(b) A meeting of a local board is subject to the Texas Open Meetings law (Chapter 551, Government Code).

FORM COMPLETION AND SUBMITTAL

- The Local Board Chairman or designee completes the form.
- The Local Board Chairman signs and dates the form where indicated.
- The form shall be submitted to TESRS as follows:
 - E-mail the completed form as an attachment to benefitsteam@tesrs.texas.gov;
 - Fax the completed form to 512-936-3480; or
 - Mail the original form to TESRS at
 P.O. Box 12577
 Austin, Texas 78711
- Keep a copy of the form for reference.

INSTRUCTIONS

1. DEPARTMENT INFORMATION

Provide the name of the current Chief, the Department’s mailing address, location address, phone number, fax number, and the Chief’s direct phone number and e-mail address.

1. DEPARTMENT INFORMATION:			
DEPARTMENT NAME:			
FIRE CHIEF:			
Department Mailing Address:			
City/State/Zip Code:			
Department Street Address:		Phone Number:	
City/State/Zip Code:		Fax Number:	
Department E-mail:			

2. LOCAL BOARD MEMBERSHIP

Provide the current information for each Local Board Member.

- The Local Board office/position is listed in the first column.
- Three Board Members must represent the Participating Department (“Firefighters”); one Board Member represents “Government”; two Board Members represent the community (“Civilian”).
- Enter the date each Board Member’s term began; enter the date the Board Member’s term will end.

2. LOCAL BOARD MEMBERSHIP:			
CHAIRMAN	Name:		Represents:
	Address:		City/State/Zip:
	Phone:	Term Begin Date:	Term End Date:
	E-mail:		

VICE-CHAIRMAN	Name:		Represents:
	Address:		City/State/Zip:
	Phone:	Term Begin Date:	Term End Date:
	E-mail:		

SECRETARY	Name:		Represents:	
	Address:		City/State/Zip:	
	Phone:		Term Begin Date:	Term End Date:
	E-mail:			

TRUSTEE	Name:		Represents:	
	Address:		City/State/Zip:	
	Phone:		Term Begin Date:	Term End Date:
	E-mail:			

TRUSTEE	Name:		Represents:	
	Address:		City/State/Zip:	
	Phone:		Term Begin Date:	Term End Date:
	E-mail:			

TRUSTEE	Name:		Represents:	
	Address:		City/State/Zip:	
	Phone:		Term Begin Date:	Term End Date:
	E-mail:			

3. LOCAL BOARD MEMBERSHIP – CERTIFICATION AND SIGNATURE

The Local Board Membership form is signed by the current Chairman of the Local Board.

3. LOCAL BOARD MEMBERSHIP – CERTIFICATION AND SIGNATURE			
By my signature, I certify that the information above is true and correct.			
Signature:	X	Date:	

CHAIRMAN, LOCAL BOARD

4. SUBMIT THE FORM TO TESRS

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