

Section 1.0 GUIDANCE FOR BOARD MEMBERS

1.3 BOARD COMMUNICATIONS POLICY

Adopted: June 14, 2011; Revised: March 24, 2015, September 11, 2018, December 11, 2018

Introduction: In the process of managing and administering the Los Angeles City Employees' Retirement System, the LACERS Board of Administration may encounter various legal, ethical, and logistical issues involving communications with its stakeholders and with outside parties. To provide a framework for addressing these issues, the intent of this policy governing Board communications is to ensure that such communications are well-coordinated, effectively managed, responsive, and timely.

LACERS' Official Spokesperson(s) for Administrative Matters: The General Manager and/or his/her designee shall be the official representative for LACERS for any communication or presentation of LACERS administration of programs, services, or investments provided to its stakeholders, including but not limited to the following:

- LACERS Members and their Beneficiaries
- Retiree associations
- Labor unions
- City officials, including elected officials
- Outside parties
- General public
- Media

Note: "Media," for purposes of this policy, is defined as radio, television, newspapers, newsletters, magazines, websites, blogs, social media, and other related outlets and modes of public communication transmitted verbally and/or in writing.

The General Manager may provide factual information verifying that committee or Board actions have taken place, but shall not provide information regarding why he/she believes the committee or Board voted in a certain way. If such questions arise, the General Manager may refer the inquiring party to the committee/Board report, meeting minutes, and/or audio file posted on the website.

LACERS Official Spokesperson regarding Board Decisions: The Board President shall serve as the spokesperson for the Board on all issues pertaining to decisions and direction given by the Board other than factual, publicly available information related to decisions made by the Board, which may be answered by Board Members and the General Manager. The Board President also shall serve as the spokesperson for the Board regarding pending or potential Board decision. The Board President may delegate the general duty of spokesperson to another Board Member or to the General Manager as he/she sees fit.

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Board Members shall refrain from publishing any written material and/or making any statements to the media or outside parties which purports to represent LACERS policies or initiatives on any matter or subject before the Board has formally adopted a policy or position on the matter or subject. However, this policy shall not be interpreted to preclude Board Members, as private citizens, from expressing their personal views.

Board Members who publish articles and/or participate in speaking engagements while identifying

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themselves as trustees of LACERS may provide factual, publicly-available information without any disclaimer. If the Board Member wants to express views other than adopted Board positions, he/she shall state that the views they are expressing are their personal views and are not LACERS' official position, and/or that they are not acting in an official capacity for LACERS.

Board Members should avoid expressing personal opinions and/or speculation as to the motivations of any Board Member's actions on LACERS' behalf.

Timely Responses to Media Inquiries: Board Members may receive inquiries directly from the media regarding pending or potential Board decisions or LACERS actions. To ensure a timely response in such instances, the Board Members immediately shall refer or transmit such inquiries to the Board President or General Manager pursuant to the policy above for appropriate action.

Press Releases: The Board President and the Board Vice President shall review and approve press releases developed by LACERS staff prior to any dissemination to any media contact or outlet.