VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
BOARD OF RETIREMENT
BYLAWS AND REGULATIONS

APPROVED BY THE BOARD OF RETIREMENT
July 28, 2025

APPROVED BY THE BOARD OF SUPERVISORS
December 16, 2025

VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION BOARD

OF RETIREMENT

BYLAWS AND REGULATIONS

ARTICLE I. ADMINISTRATION

1. NAME: The name of this Association is "Ventura County Employees' Retirement Association" (hereinafter "VCERA").

2. AUTHORITY: VCERA is governed by the provisions of the County Employees Retirement Law of 1937 ("CERL") (California Government Code Section 31450 et. seq.).

3. MANAGEMENT: The management and administration of VCERA vested with the Board of Retirement (Board) as provided for by Government Code Section 31520 and Section 17A of Article XVI of the California Constitution.

4. BYLAWS: VCERA Bylaws, as adopted by the Board pursuant to Government Code Sections 31525, 31526 and 31527, are intended to be the rules and regulations governing the operation of the Retirement Board and the administration of VCERA.

5. ELECTION OF OFFICERS: At its first regular meeting in December, the Board shall elect from its members a Chair and Vice Chair to hold office for a period of one year commencing on January 1 of the following year. No member shall be elected to the position of Chair or Vice Chair until he/she has served on the Board for a minimum of one year.

   The Chair shall preside at all meetings of the Board, shall appoint all committees and perform any other duties incidental to that office. The Vice Chair shall take the place of, and perform the duties of, the Chair in his/her absence. The Chair shall attest to Resolutions, Contracts and other such documents on behalf of the Board. In the absence of the Chair and Vice Chair, the Retirement Administrator shall preside for the sole purpose of facilitating the election of a presiding officer from among those members present, who shall preside only until the Chair or Vice Chair becomes available to do so.

6. EXECUTIVE STAFF: Notwithstanding Government Code Sections 31522.1 and 31522.2, Executive Staff identified in Government Code Section 31522.10 shall be appointed by the Board. The Retirement Administrator shall serve as the chief executive officer to the Board and, under the general direction of the Board, shall plan, organize, direct and supervise the activities, budget and operations of the VCERA office and its personnel, unless otherwise designated by the Board. The Administrator shall be directed by, serve at the pleasure of, and may be dismissed at the will of the Board.

7. COMMITTEES: The Chair of the Board shall appoint committees as necessary to carry out the business of the Board. Each committee shall consist of no fewer than three Board members and shall include at least one elected and one appointed Board member, unless the Board approves an alternative composition by majority vote Committee meetings may be called by the committee Chair or Board Chair.

8. BOARD MEMBER CONFLICT OF INTEREST: The Board shall establish and maintain a *Conflict of Interest Code*, applicable to its Board members and designated employees. *Statements of Economic Interests* shall be filed with and maintained by the Retirement Administrator.

ARTICLE II. MEETINGS

1. REGULAR: The Board shall adopt an annual calendar of meetings; regular meetings of the Board shall be held on a Monday of each month, or as otherwise designated by the Board in the annual calendar, as may be amended. Meetings will be held at 9:00 a.m. at the offices of VCERA.

   A regular meeting of the Board or one of its Committees may be rescheduled for an earlier or later time, or day, or held at a different location if ordered by a majority vote of members of the Board or Committee as appropriate.

   No meetings shall be held on a legal holiday recognized by the County of Ventura.

2. SPECIAL: Special meetings of the Board of Retirement may be called at any time by the Chair, Vice Chair, or by vote of five members of the Board.

3. NOTICE: Notice of all regular, special and -committee meetings of the Board shall be provided as required by the Ralph M. Brown Act (Brown Act), Government Code Section 54950 et. seq.

4. CLOSED MEETINGS: The Board may meet in closed session to consider and vote on litigation, personnel and disability related matters so long as such issues are conducted in accordance with the provisions of the Brown Act.

5. ORDER OF BUSINESS: The Chair shall require approval of the agenda at the beginning of each meeting. In the absence of instructions from the Board, the order of business set forth on the agenda shall be at the discretion of the Retirement Administrator. The Chair shall have the discretion to call for discussion and/or action on any agenda item in the order deemed by the Chair to be most efficient.

6. RULES OF ORDER: The Board shall conduct its business in accordance with the provisions of the Government Code and these regulations. The Chair shall be entitled to vote on all issues to the extent permitted by law.

7. QUORUM: Five members of the Board who are eligible to vote at the same time shall constitute a quorum.

8. MINUTES: The Retirement Administrator shall record in the minutes the time and place of each meeting of the Board, the names of the members present, all official acts of the Board, the votes given by the members of the Board, and when requested, a member's dissent or approval with the stated reasons. The minutes shall be presented to the Board for approval at the next regular meeting. The minutes shall be signed by the chair of that meeting, and shall become a permanent record of the Board.

9. PUBLIC COMMENT: The Board shall permit public comment on any item on the agenda and shall include a public comment section on the agenda in order to allow comment on items relating to the retirement system that are not listed on the agenda. The Chair may limit public comment to no more than five minutes.

10. COMPENSATION: Appointed and elected retired members of the Board shall be compensated in accordance with Government Code section 31521. The Treasurer and elected general and safety members of the Board shall not receive such compensation, but shall receive regular County/District compensation while attending official Board meetings and functions including, but not limited to, other meetings, conferences, due diligence visits and training sessions authorized by the Board of Retirement during regular working hours.

ARTICLE III. MEMBERSHIP

1. EMPLOYEES INCLUDED: All regular (general or safety) employees of the County of Ventura, and of other employer members of the Ventura County Employees' Retirement Association, who are scheduled to work 64 hours or more biweekly, shall become members of VCERA on appointment. Members may delay the effective start date of their membership up to twelve weeks after the date of employment for the purpose of establishing reciprocity with another public retirement system as described in CERL.

2. EXCLUDED POSITIONS: Employees who are filling positions that meet any of the following descriptions shall be excluded from membership in VCERA:

   (A) Extra Help Employee: A person employed for temporary work on a day-to-day basis who is compensated on an hourly basis.

   (B) Intermittent Employee: A person employed for intermittent or temporary work on a day-to-day basis who is compensated on an hourly basis.

   (C) Part-Time Employee: A regular employee scheduled to work less than 64 hours biweekly.

Regular employee members who reduce their scheduled work hours to below 64 biweekly shall be required to retain membership in VCERA. Those employees will contribute to, and accrue retirement service credit on a pro rata basis.

3. EXCLUSION FROM MEMBERSHIP: Exclusions from membership for a regular employee member shall not be granted by the Board under any circumstances.

4. ELECTED OFFICIALS: Membership in the VCERA is optional for elected officials, in accordance with Government Code 31553.

5. DETERMINATION OF ELIGIBILITY: In all cases, the Board shall determine eligibility for membership in VCERA.

ARTICLE IV. REDEPOSIT OF CONTRIBUTIONS WITHDRAWN

1. REDEPOSIT OF CONTRIBUTIONS WITHDRAWN: An active or deferred member of VCERA may, prior to filing an application for retirement, redeposit in lump sum, or, in the case of an active member, by payroll deductions not to exceed a cumulative total of five years, an amount equal to all of the accumulated normal contributions he/she has withdrawn, plus regular interest thereon from the date of separation from the retirement system as provided by Government Code section 31652.

2. DEDUCTION OF PAST DUE CONTRIBUTIONS: If, as a result of a clerical or other type of error, retirement contributions are not deducted at the time and manner required by law, or by the regulations of the Board, the member will be permitted to make past due contributions through payroll deductions over a period of time not to exceed one year.

ARTICLE V. SWORN STATEMENT

Every employee who is to become a member of VCERA shall complete a sworn statement, with written or electronic signature, as provided in Government Code Sections 31526(b)(1) and 31527(i). Such statement shall show the member's date of birth, date of hire by the County or other participating employer of the Ventura County Employees' Retirement Association, compensation and the name, relationship, date of birth and address of the member's designated beneficiary.

ARTICLE VI. USE OF ELECTRONIC SIGNATURES & RECORDED TELEPHONE COMMUNICATIONS FOR TRANSACTIONS

The Board of Retirement may adopt procedures to allow for use and acceptance of member electronic signatures and/or use of recorded telephone communications for processing authorized transactions affecting a member's account, as provided in Government Code Section 31527 (i) and (j).

ARTICLE VII. DISABILITY RETIREMENT

1. DISABILITY HEARING PROCEDURES: The Board of Retirement shall promulgate disability hearing procedures to ensure fair and efficient proceedings regarding applications for disability retirement.

ARTICLE XIII. AMENDMENTS

These regulations may be amended by a quorum of the Board of Retirement and shall become effective on the first day of the month following approval by the Ventura County Board of Supervisors.

ARTICLE IX. REPEALS

All former Bylaws, regulations, and resolutions of policy inconsistent with these regulations are hereby repealed.

Bylaws Adopted by the Board of Retirement July 28, 2025.

Aaron Grass, Chair

Upon the motion of Supervisor Long, seconded by Supervisor Parvin, and duly carried,

the Board of Supervisors hereby approves the Board of Retirement Bylaws,

APPROVED this 16th day of December, 2025.

Janice S. Parvin
Chair, Board of Supervisors
County of Ventura

ATTEST:
DR. SEVET JOHNSON
Clerk of the Board of Supervisors
County of Ventura, State of California.

By: _____
Mia Martinez
Chief Deputy Clerk of the Board