

## **REVISED PROCEDURE FOR REVIEW OF FORMAL REQUESTS FOR CHANGES TO MERS PLAN DOCUMENT**

**Approved by the Retirement Board March 8, 2005.  
(Adopted January 22, 1997, revised September 21, 2004)**

*The purpose of this policy is to ensure a consistent pattern of handling  
the review of proposed changes to the Plan Document.*

With the enactment of PA 220 of 1996, the MERS Board now has the exclusive authority to determine the provisions of the retirement system affecting the following: benefit eligibility, benefit programs, contribution amounts, and the election of municipalities, judicial circuit courts, judicial district courts and judicial probate courts to be governed by the provisions of the retirement system. Since it will be necessary to review and make changes to the Plan Document, the Board has established the following guidelines for reviewing the Plan Document on a regular basis for such things as: legislative changes resulting in a need to comply with federal and/or state law, requests received from participating municipalities or courts, or a change or addition to Board policy.

- **Staff will review and make recommendations to the Board on any changes that need to be made to comply with legislative changes in federal and state law.**
- **Staff will review and the Chief Executive Officer will make recommendations to the Board on all requests received in the office from participating municipalities or courts.**
- **Upon receipt of a request, staff will notify the requestor by letter of the date the request will be considered by the Board at its next scheduled meeting. The requestor will be advised that they have the opportunity to address the Board regarding their request.**
- **Following Board review, staff will notify the requestor of Board action.**
- **Following Board approval for Plan Document change, notification will be sent to all member employers within the same month. For changes that the Board determines will likely have a substantial effect on the membership, a comment period of not less than ninety (90) days will be observed before implementation will take place. [Added March 8, 2005]**
- **Requests received and approved are to be normally implemented on the following January 1, unless there is need for more immediate action.**