



PUBLIC HEARING & REGULAR BUSINESS MEETING  
OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
MONDAY, APRIL 25, 2022

Present: Mayor Barbara Bender, Mayor Pro Tem Dave Emanuel, Council Members Solange Destang, Cristy Lenski, Gretchen Schulz and Tod Warner. Also present City Manager Butch Sanders, Assistant City Manager Matthew Pepper, City Attorney Chuck Ross and Assistant City Attorney Jay Crowley with Powell and Edwards Attorneys at Law, Public Information Officer Brian Arrington, Chief Greg Perry, IT Administrator Erika Fleeman, and City Clerk Melisa Arnold.

**CALL TO ORDER**

Mayor Bender called the meeting to order at 7:30 p.m.

**INVOCATION**

Rev. Dr. Quincy Brown, Senior Pastor of Snellville United Methodist Church gave the invocation.

**PLEDGE TO THE FLAG**

Council Member Warner led the Pledge of Allegiance.

**CEREMONIAL MATTERS**

PRO 2022-04 – Arab American Heritage Month

Mayor Bender read the proclamation into the record and presented it to Wally Yazbak, and Mike and Rita Sabbagh.

**MINUTES**

Approve the Minutes of the April 11, 2022 Meetings

Mayor Pro Tem Emanuel made a motion to approve the minutes of the April 11<sup>th</sup> meetings, 2<sup>nd</sup> by Council Member Destang; voted 6 in favor and 0 opposed, motion approved.

**INVITED GUESTS**

Ms. Kelli Sheffield was present for the South Gwinnett High School PTSA and spoke about the InnerMe Pageant Scholarship program.

**COMMITTEE / DEPARTMENT REPORTS**

None

**APPROVAL OF THE AGENDA**

Council Member Schulz made a motion to approve the agenda of the April 25 meeting, 2<sup>nd</sup> by Council Member Warner; voted 6 in favor and 0 opposed, motion approved.

**City of Snellville Administration Department**

PUBLIC HEARING & REGULAR BUSINESS OF MAYOR AND COUNCIL  
MONDAY, APRIL 25, 2022  
PAGE TWO

**PUBLIC HEARING**

None

**CONSENT AGENDA**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**Consideration and Action on RES 2022-03 - Adopting a Program for Approved Electronic or Digital Signature in Lieu of Written "Wet" Signature [Bender]**

City Manager Sanders explained that this would allow for more efficiency in signing documents but would not include internal documents such as resolutions and ordinances that need to be signed by Mayor and Council.

Council Member Lenski made a motion to approve RES 2022-03, 2<sup>nd</sup> by Mayor Pro Tem Emanuel; voted 6 in favor and 0 opposed, motion approved. (A copy of RES 2022-03 is attached to and made a part of these minutes.)

**Consideration and Action on RES 2022-04 - Resolution Designating the Eligible Use Category for the First Tranche of Local Fiscal Recovery Funds Through the American Rescue Plan Act (ARPA) [Bender]**

Mayor Bender explained this resolution is very broad and they are working on projects such as sidewalks to use the funds. The resolution is to make sure we are completing all the required steps for reporting.

Council Member Destang made a motion to approve RES 2022-04, 2<sup>nd</sup> by Council Member Schulz; voted 6 in favor and 0 opposed, motion approved. (A copy of RES 2022-04 is attached to and made a part of these minutes.)

**Consideration and Action on RES 2022-05 – Authorizing Membership in the Georgia Interlocal Risk Management Agency (Girma) and Approving the Intergovernmental Contract [Bender]**

Mayor Bender explained the City has been using a private insurance company and we are going back to the insurance through the Georgia Municipal Association.

Mayor Pro Tem Emanuel made a motion to approve RES 2022-05, 2<sup>nd</sup> by Council Member Destang; voted 6 in favor and 0 opposed, motion approved. (A copy of RES 2022-05 is attached to and made a part of these minutes.)

**Consideration and Action on Surplus of City Police Vehicles and Equipment [Bender]**

Council Member Schulz made a motion to approve the surplus of the Police vehicles, 2<sup>nd</sup> by Mayor Pro Tem Emanuel; voted 6 in favor and 0 opposed, motion approved.

The following vehicles will be surplus:

1. Police Unit 148 - 2007 GMC Sierra 1500 2GTEC13V071132216
2. Police Unit 170 - 2008 Dodge Charger 2B3KA43H78H227418
3. Police Unit 188 - 2011 Dodge Charger 2B3CL1CT5BH579244
4. Police Unit 189 - 2011 Dodge Charger 2B3CL1CT3BH579243

**COUNCIL REPORTS**

Council Members Destang, Warner, Lenski, Schulz, and Mayor Pro Tem Emanuel each gave a report.

**MAYOR'S REPORT**

Mayor Bender gave a report.

**PUBLIC COMMENTS**

The following people came forward and spoke:

Kathy Emanuel, 1313 Temple Johnson Road, Loganville.

Wally Yazbak, Buckhead, Ga.

Mike Sabbagh, Snellville, Ga.

Kurt Schulz, 2027 Tanglewood Drive, Snellville.

**EXECUTIVE SESSION**

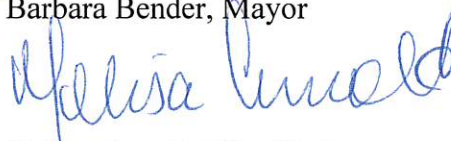
None

**ADJOURNMENT**

Mayor Pro Tem Emanuel made a motion to adjourn, 2<sup>nd</sup> by Council Member Destang; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 8:04 p.m.



Barbara Bender, Mayor



Melisa Arnold, City Clerk

**RESOLUTION NO. 2022-03**

**STATE OF GEORGIA  
COUNTY OF GWINNETT**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF  
SNELLVILLE, GEORGIA, ADOPTING A PROGRAM FOR APPROVED  
ELECTRONIC OR DIGITAL SIGNATURE IN LIEU OF WRITTEN "WET"  
SIGNATURE**

**WHEREAS**, the use of electronic and digital signatures on legally binding documents has become increasingly prevalent; and

**WHEREAS**, authorizing electronic and digital signatures will improve the efficiency of processes, increase employee productivity, and simplify existing workflows; and

**WHEREAS**, the City of Snellville ("City") desires to implement industry best practices using electronic records and electronic and digital signatures to effectively manage documents in accordance with Georgia state law; and

**WHEREAS**, the establishment of this policy will enable the City of Snellville to use and accept approved electronic signatures and digital signatures in lieu of written signatures, that comply with the requirements of Title 10, Chapter 12 Electronic Transactions of the Official Code of Georgia Annotated and other applicable laws and regulations; and

**WHEREAS**, this policy applies to the Mayor, or his/her designee, the Mayor Pro Tem, the City Manager, or his/her designee, the Assistant City Manager, the City Clerk, and Department Heads, and governs all uses of electronic and digital signatures and electronic records used to conduct the official business of the City of Snellville; and

**WHEREAS**, it is the intent of the City of Snellville to encourage the use of electronic and digital signatures in certain external documents when it is operationally feasible, where technology permits, when it is otherwise appropriate in the discretion of the City Manager, or his/her designee, and City Clerk, and where it is legally binding to do so in accordance with the provisions that follow:

1. To the extent permitted by law, the City accepts electronic and digital signatures as legally binding and equivalent to handwritten signatures to signify an agreement with applicable laws and regulations only on City contracts approved by the Mayor and City Council. The City reserves the right to amend or expand the pool of eligible documents or to cease the acceptance of electronic or digital signatures altogether at any time.
2. The parties to a transaction must agree to conduct the transaction by electronic means with the use of a City-approved electronic signature method that complies with applicable laws and regulations, including the capability of all parties to retain and accurately reproduce the electronically signed document or record. The City Attorney's office shall

draft appropriate language to be included in the contract template.

3. City shall from time to time update approved forms for electronic or digital signatures. Forms approved, but not limited to, are as follows:
  - a. Contracts for goods or services as listed in the city's purchasing policy.
  - b. Contracts approved by the Mayor and City Council.
  - c. Settlement agreement contracts approved by the Mayor and City Council.
  - d. Letters / documents the City Council has authorized the Mayor to sign.
  - e. Contracts concerning the administrative business of the city which the city manager and his/her designee has control over pursuant to employment agreement, personnel resolution, or City municipal code or ordinance.
  - f. Other forms as approved by the City Manager or his/her designee.
4. This policy does not supersede laws that specifically require a handwritten signature, nor does it limit the right or option of the City to conduct the transaction on paper or in non-electronic form.

Prohibited Use of Electronic or Digital Signatures.

Use of electronic or digital signatures is prohibited in the following situations:


1. Transactions for which electronic signatures are not enforceable by law and/or transactions requiring a handwritten signature, such as transfers of real property.
2. Transactions that require a person to sign in the presence of a notary.
3. Permits requiring handwritten signature (such as property owners verifying approval of submittal of application).

**NOW THEREFORE BE IT RESOLVED** that the Mayor and City Council of the City of Snellville authorizes and approves a program for electronic and digital signatures and use of electronic records.


{SIGNATURES ON THE FOLLOWING PAGE}


ADOPTED, this 25<sup>th</sup> day of April, 2022.

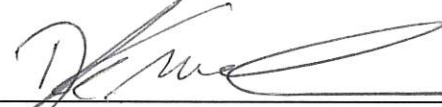
ATTEST:

  
Melisa Arnold, City Clerk

APPROVED AS TO FORM:

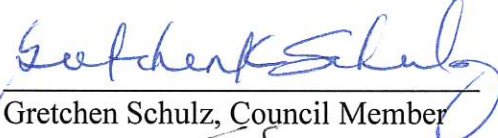
  
W. Charles Ross, City Attorney  
Powell & Edwards, P.C.


  
Barbara Bender, Mayor

  
Dave Emanuel, Mayor Pro Tem

  
Cristy Lenski, Council Member

  
Solange Destang, Council Member

  
Gretchen Schulz, Council Member

  
Tod Warner, Council Member

**RESOLUTION NO. 2022-04**

**STATE OF GEORGIA  
COUNTY OF GWINNETT**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF  
SNELLVILLE, GEORGIA, DESIGNATING THE ELIGIBLE USE CATEGORY  
FOR THE FIRST TRANCHE OF LOCAL FISCAL RECOVERY FUNDS  
THROUGH THE AMERICAN RESCUE PLAN ACT.**

**WHEREAS**, on July 19, 2021, the State of Georgia, as subaward from the United States Department of Treasury (hereinafter "U.S. Treasury"), deposited the City of Snellville's first tranche of funds from the American Rescue Plan Act (ARPA), which is Three Million, Seven Hundred Forty-eight Thousand, Seven Hundred Forty and 50/100 Dollars (\$3,748,740.50); and,

**WHEREAS**, on January 6, 2022, the U.S. Treasury released updated funding guidance known as the ARPA Final Rule; and,

**WHEREAS**, the ARPA Final Rule contains modifications to the guiding principles that require Mayor and City Council action for expenditures on government services under the revenue replacement category; and,

**WHEREAS**, the U.S. Treasury, under the ARPA Final Rule has established an opportunity for selection of a standard allowance of up to Ten Million 00/100 Dollars (\$10,000,000.00) that may be spent on government services during the period of performance as an alternative to the revenue replacement calculation; and,

**WHEREAS**, that as a subrecipient, the City of Snellville is required by the U.S. Treasury to either select the standard allowance of up to Ten Million 00/100 Dollars (\$10,000,000.00) or the alternative revenue replacement calculation; and,

**NOW THEREFORE BE IT RESOLVED** that the Mayor and City Council of the City of Snellville do hereby select the standard allowance of Ten Million 00/100 Dollars (\$10,000,000.00) in accordance with Federal Law and the ARPA Final Rule, for the current critical needs and priorities for which there is consensus.

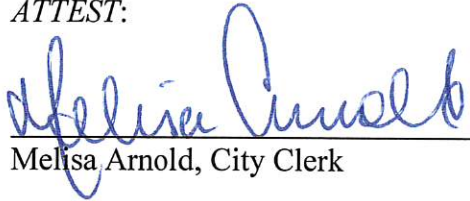
**ADOPTED**, this 25<sup>th</sup> day of April, 2022.

**[SIGNATURES APPEAR ON FOLLOWING PAGE]**





ADOPTED, this 25<sup>th</sup> day of April, 2022.


ATTEST:

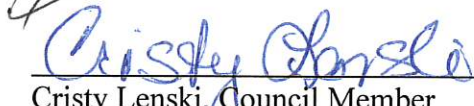
  
Melissa Arnold, City Clerk

APPROVED AS TO FORM:

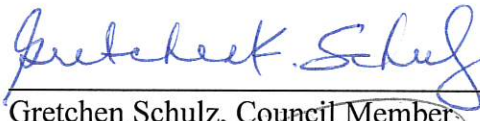
  
W. Charles Ross, City Attorney  
Powell & Edwards, P.C.

  
Barbara Bender, Mayor

  
Dave Emanuel, Mayor Pro Tem

  
Cristy Lenski, Council Member

  
Solange Destang, Council Member

  
Gretchen Schulz, Council Member

  
Tod Warner, Council Member



RES 2022-05

**A RESOLUTION AUTHORIZING MEMBERSHIP IN THE  
GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY**

WHEREAS, Article 9, Section 3, Paragraph 1 of the Constitution of Georgia authorizes municipalities and other political subdivisions to contract with each other for activities which the contracting parties are authorized by law to undertake; and,

WHEREAS, Chapter 85 of Title 36 of the Official Code of Georgia Annotated authorizes public entity to execute intergovernmental contracts to form and become members of an interlocal risk management agency for the purpose of sharing liability, motor vehicle and property damage risks in whole or in part with those of other public entities; and,

WHEREAS, municipalities within Georgia have found it increasingly difficult to obtain commercial insurance protection, and have found the costs of such protection often exceeds the ability of a public entity to pay; and,

WHEREAS, public entities in Georgia need a stable method for managing their risks to avoid the unpredictable and cyclical nature of the commercial insurance market; and,

WHEREAS, many Georgia public entities do not have sufficient resources to self-insure their risks on an individual basis; and,

WHEREAS, the Georgia Municipal Association has studied the possibility of creating an intergovernmental risk management agency so that Georgia public entities may self-insure their risks and has concluded that such an agency is economically feasible; and,

WHEREAS, the Public Entity of Snellville is desirous of becoming a Member of the Georgia Interlocal Risk Management Agency (hereafter GIRMA), an interlocal risk management agency formed pursuant to Chapter 85 of Title 36 of the Official Code of Georgia Annotated; and,

WHEREAS, the governing authority of the Public Entity of Snellville has reviewed the intergovernmental contract and the bylaws of GIRMA and finds that the goals of GIRMA and the obligations imposed upon this public entity are in accordance with the philosophy and public policy objectives of this community; and,

WHEREAS, the governing authority of the Public Entity of Snellville finds that it is in the best interest of its citizens to become a member of GIRMA,

NOW, THEREFORE BE IT RESOLVED by the Public Officials of the Public Entity Snellville, Georgia:

- Section 1: That the (insert title of Chief Officer) Mayor of the Public Entity Snellville is authorized to execute on behalf of the Public Entity the intergovernmental contract to become a Member of GIRMA. A copy of the contract and bylaws of GIRMA are attached to and made part of this resolution as Appendix 1.
- Section 2: The powers of GIRMA, unless the contract and bylaws are amended, shall be limited to those contained in the documents attached as Appendix 1, those authorized by Chapter 85 of Title 36 of the Official Code of Georgia Annotated and the rules and regulations of the Insurance Commissioner of the State of Georgia.
- Section 3: The commencement of operations and the continuing operations of GIRMA and the obligation of this Public Entity to fully participate in such operations shall be effectuated in accordance with the contract and bylaws.
- Section 4: The (insert title of designated person) City Clerk is designated as the Public Entity's representative to GIRMA. The Public Entity may change its representative by informing GIRMA of the change in writing.
- Section 5: This resolution shall be effective upon its passage and approval.

Adopted this 25 day of April of 2022

City of Snellville  
(Name of Public Entity)

WHEREAS, an intergovernmental contract originally was approved for use on June 10, 1987 by certain municipalities acting through a Board of Trustees of their own selection, and, in accordance with the Official Code of Georgia Annotated ("O.C.G.A.") Section 36-85-2, these municipalities formed and became members of the Georgia Interlocal Risk Management Agency ("GIRMA") by executing the intergovernmental contract, and

WHEREAS, GIRMA is an unincorporated nonprofit instrumentality wholly owned by its members, all of which are public entities, and after approval by GIRMA's Administrator, all additional members of GIRMA became members by executing the intergovernmental contract and adopting a resolution or ordinance;

WHEREAS, the form of this Amended and Restated Intergovernmental Contract has been approved in accordance with the bylaws, and all Members not expressing intent to withdraw within 30 days after the date of notice of the approval are parties to this Amended and Restated Intergovernmental Contract, and the intergovernmental contract previously executed by the Member is superseded by this Amended and Restated Intergovernmental Contract;

WHEREAS, this Amended and Restated Intergovernmental Contract is made and entered into this 25 day of April, 2022 by and among the public entities who are now Members of the Georgia Interlocal Risk Management Agency ("GIRMA") and the Snellville [Name of Prospective Member Entity] ("New Member") for the purpose of permitting New Member to participate in one or more group self-insurance funds for the management of liability and property damage risks of the Member public entities.

WHEREAS, New Member desires to become a Member of GIRMA in accordance with the Statute and the rules and regulations of the Insurance Commissioner of the State of Georgia;

NOW, THEREFORE IN CONSIDERATION OF the mutual covenants, promises and obligations contained herein, which were given to and accepted by each public entity becoming a party to this agreement the parties agree as follows:

#### PARAGRAPH 1

#### MANAGEMENT PURPOSE AND OPERATIONS OF THE GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY

**Section 1.1. Purpose of Georgia Interlocal Risk Management Agency and Intergovernmental Contract.** The purpose of GIRMA and of this agreement is to jointly exercise powers common to each participating public entity; to establish and administer one or more group self-insurance funds; to establish and administer a risk management service; to prevent or lessen the incidence and severity of casualty and property losses occurring in the operation of a Member of GIRMA; and to defend and protect, in accordance with this contract and related coverage descriptions, any Member of GIRMA against liability or loss as stated in such documents. The activities of GIRMA shall not constitute conduct of an insurance business.

**Section 1.2. Operations and Eligibility for Membership.** The Board of Trustees described in Paragraph 3 of this agreement shall direct the affairs of GIRMA. The Georgia Municipal Association shall be appointed as Administrator. The Administrator may recommend to the Board of Trustees the appointment of necessary Service Companies, attorneys and agents for operation of GIRMA. In order to become a member of GIRMA, an entity must be a "municipality", as defined in Chapter 85 of Title 36 of the Official Code of Georgia Annotated, as amended from time to time, and must be a political subdivision of a state or an entity the income of which is excluded from gross income under the Internal Revenue Code. Any entity that meets these criteria may become a member once it has taken all actions required by applicable law to join GIRMA and has been approved by GIRMA through its Administrator.

## PARAGRAPH 2 DEFINITIONS

**Section 2.1. Definitions.** In the interpretation of this agreement the following definitions shall apply unless the context requires otherwise:

- (1) "Administrator" shall mean the person or agency designated to supervise the administration of GIRMA and to perform such duties and exercise such powers as shall be specifically designated by the Board.
- (2) "GIRMA" shall mean the Georgia Interlocal Risk Management Agency.
- (3) "Board" shall mean the Board of Trustees of GIRMA.
- (4) "Coverage Description or Description" shall mean the written explication of General Liability, Motor Vehicle Liability, Property Damage and other claims for which Members are jointly self-insured through a Fund or Funds.
- (5) "Group Self-Insurance Fund," "Fund" or "Funds" shall have the meaning as defined in Chapter 85 of Title 36 of the Official Code of Georgia Annotated, as amended.
- (6) "Member" shall mean an entity that meets the eligibility requirements set forth in Section 1.2, has been approved by GIRMA through its Administrator, and is participating in GIRMA in conformity with this contract.
- (7) "Service Company" shall mean persons or agencies designated by the Board or Administrator to perform claim settlement services, make a determination of risk factors of Members and applicants for membership, institute loss prevention programs and accounting systems, acquire necessary excess insurance and reinsurance proposals, or perform other functions in the day-to-day operation of GIRMA as directed by the Board or Administrator.

## PARAGRAPH 3 BOARD OF TRUSTEES

**Section 3.1. Trustee Qualifications.** The qualifications to serve as a Trustee and the terms of office for Trustees shall be specified in the bylaws of GIRMA.

**Section 3.2. Selection of Board Members.** The Board of GIRMA shall be those persons selected in accordance with the bylaws of GIRMA.

**Section 3.3. Meetings.** All meetings of the Board shall be held and conducted in accordance with the bylaws adopted by the Board.

**Section 3.4. Liability of Trustees and Officers.** Trustees and officers of GIRMA shall use ordinary care and reasonable diligence in the exercise of their powers and the performance of their duties. They shall not be liable for mistakes of judgement or actions or failures to act when such mistakes, actions or failures are made in good faith and within the scope of their authority for GIRMA. Nor shall they be liable for any action or failure to act of any agent, employee or independent contractor of GIRMA, nor for loss incurred through investment of funds or failure to invest. No trustee or officer shall be liable for any action or failure to act of any other trustee or officer. No trustee or officer shall be required to give a bond or other security to guarantee the faithful performance of the duties hereunder except as may be required by the rules and regulations of the Insurance Commissioner. GIRMA shall defend and hold harmless any trustee or officer, and the Board of Trustees, against any and all loss, cost, damage or exposure arising from their actions or failures to act when such actions or failures are made in good faith and within the scope of their authority for GIRMA. GIRMA may purchase insurance providing such coverage for trustees and officers.

## **PARAGRAPH 4 BOARD POWERS AND DUTIES**

**Section 4.1. Board Powers and Duties.** The Board, in addition to other powers and duties conferred or imposed by law, is authorized in the name of GIRMA to exercise the powers enumerated in Article III, Section 1 and in Article IV, Section 2 of the bylaws and to do all the acts necessary or incidental in performing and accomplishing the purposes set forth in this agreement and in the bylaws of GIRMA.

## **PARAGRAPH 5 MEMBERSHIP**

**Section 5.1. Membership.** The membership of GIRMA consists of those eligible public entities who have executed this agreement, or its counterpart, by the duly constituted chief executive or administrative officers acting upon the resolution of the governing authority of the public entity and which have paid the prescribed contributions pursuant to the provisions of this agreement. Such entities may be admitted as Members upon approval of the Administrator in accordance with policies established by the Board, upon their execution of this agreement, or its counterpart, and by payment of prescribed contributions. Every Member agrees to the admission of additional Members in accordance with the provisions of this paragraph.

**Section 5.2. Member Representatives.** The chief executive or administrative officer of each Member shall designate in writing a representative to GIRMA and notify the Administrator of such designation. The representative shall be responsible to the Member for receiving all communications related to GIRMA, implementing loss control measures and executing the duties imposed on the Members by this agreement and the bylaws of GIRMA. All communications from the Administrator or any Service Company to the Member shall be addressed to the individual listed in the Administrator's records as the Member's designated representative. Each Member shall notify the Administrator immediately if a replacement representative is named.

### **Section 5.3. Withdrawal.**

- (1) Each Member shall continue its membership until the completion of the second full fiscal year of GIRMA following its admission to GIRMA. Effective upon the conclusion of such period, a Member may withdraw on ninety (90) days advance written notice to GIRMA. A Member withdrawing shall have no right to the reserves on any claims maintained by GIRMA in the operation of a Group Self-Insurance Fund. GIRMA shall continue servicing of any covered claim of the Member after the withdrawal of the Member.
- (2) At the conclusion of a Member's second full fiscal year of membership, all membership shall be on a coverage year-to-coverage year basis. Effective at the end of any coverage year, GIRMA may, on ninety (90) days advance written notice to a Member, determine not to renew a Member's membership in GIRMA or the Member's participation in the Fund.
- (3) Any Member, failing to make payments required by Paragraph 6 of this agreement when due, shall upon proper notice be immediately suspended from membership and the Member's coverage under any Fund and benefits hereunder shall immediately cease. If the Member shall subsequently submit the delinquent payment along with such penalties or interest that may be established by the board, the Administrator may reinstitute such membership in accordance with Board policy.
- (4) Terminated Members shall remain liable for assessments for any fiscal year in which they were Members. Terminated Members shall have no rights to surplus or dividends, but the Board may return all or a portion of any terminated Member's capital contribution.

**Section 5.4. Membership Review and Termination.** A Member may be involuntarily terminated for causes other than non-payment of contributions as provided in the bylaws.

**PARAGRAPH 6  
OBLIGATIONS OF MEMBERS**

**Section 6.1. Member Obligations.** Members of GIRMA agree to be obligated as follows:

- (1) To participate at all times in at least one Fund established by the Board.
- (2) To pay all contributions, assessments or other sums due to GIRMA at such times and in such amounts as shall be established by the Board or the Administrator.
- (3) To select a person to serve as a Member representative.
- (4) To allow the Board and its agents reasonable access to all facilities of the Member and all records, including but not limited to financial records, which relate to the purposes of GIRMA.
- (5) To allow attorneys appointed by GIRMA to represent the Member and its employees or officers in investigation, settlement discussions and all levels of litigation arising out of any claim made against a Member within the scope of loss protection furnished by the Fund or Funds established by GIRMA, and, with approval of the Administrator or in accordance with policies established by the Administrator, to enter into settlements of such litigation without the consent of the Member or its employees or officers.
- (6) To assist and cooperate in the defense and settlement of claims against the Member and its employees or officers.
- (7) To furnish full cooperation to GIRMA's attorneys, claims adjusters, Service Company and any agent employee, officer or independent contractor of GIRMA relating to the purposes of GIRMA.
- (8) To follow all loss reduction and prevention procedures established by GIRMA.
- (9) To furnish to the Administrator such budget operating and underwriting information as may be requested by the Administrator.
- (10) To report as promptly as possible, and in accordance with any Coverage Descriptions issued, all incidents which could result in GIRMA or any Fund established by GIRMA being required to pay claim for loss or injuries to the Member's property or injuries to persons or property when such loss or injury is within the scope of the protection of a Fund or Funds in which the Member participates.

**Section 6.2. Optional Defense of Fund Member.** A Member may hire co-defense counsel, at the Member's expense, to assist in the defense of claims; provided, however, the attorney selected by GIRMA to defend the claim shall be lead counsel in all matters.

**Section 6.3. Contractual Obligation.** This agreement shall constitute a contract among the Members of GIRMA. The obligations and responsibilities of the Members set forth herein include the obligation to take no action inconsistent with this agreement as originally written or validly amended, which shall remain a continuing obligation and responsibility of the Member. This agreement may be executed in duplicate originals and the agreement of a public entity thereto shall be evidenced by a signed copy of a resolution adopted by its legislative body authorizing an appropriate official of the public entity to execute the agreement on behalf of the public entity. The contracting parties have created a risk management agency for group self-insurance purposes only within the scope of this agreement, GIRMA's bylaws and related Coverage Descriptions. Nothing contained herein shall be deemed to create any relationship of surety, indemnification or responsibility between an individual Member for the debts or claims against any other individual Member. In accordance with Sections 36-85-9 and 36-85-15 of the Official Code of Georgia Annotated, each Member shall be jointly and severally liable for all legal obligations of a Fund and assessments may be required to meet any financial obligation of GIRMA or of any Fund.

#### **PARAGRAPH 7**

#### **AMENDMENTS TO CONTRACT**

**Section 7.1. Amendments.** This agreement may be amended by consent of the Members. A change or modification to this agreement may be agreed to by a vote of Members under such rules and procedures as the Board shall prescribe. Such vote may be conducted at a meeting of Members or may be conducted by mail. Any change or modification agreed to by a majority of the voting Members shall become effective immediately or at such future time as the amendment shall provide. Any Member not exercising its right of withdrawal within thirty (30) days after notice of the change or amendment shall be deemed to have consented to such a change or amendment. Any Member not consenting to such change or amendment may, at its option, withdraw with 90 days written notice and shall be entitled to a refund of any non-earned premiums.

#### **PARAGRAPH 8**

#### **AUDITS AND FINANCIAL REPORTS**

**Section 8.1. Annual Report.** The Board shall provide to the Members an annual report of the financial affairs of GIRMA and of each Fund maintained by GIRMA.

#### **PARAGRAPH 9**

#### **OPERATION OF GROUP SELF-INSURANCE FUNDS**

**Section 9.1. Loss Protection.** GIRMA will provide loss protection to each Member participating in a Fund as provided in the Coverage Description for the Fund.

**Section 9.2. Coverage Descriptions.** The Board or its designee may develop and issue such self-insurance Coverage Descriptions for Funds as it deems necessary or advisable. The limits of loss protection, scope of loss protection, amount of loss retention and Member contributions into a Fund shall be determined by the Coverage Description for the Fund. The Board may amend the Coverage Description or Descriptions from time to time as deems advisable. Such amended Coverage Descriptions shall be effective for GIRMA's subsequent coverage years.

[To be completed by "New Members" joining after September 1, 2016]

This foregoing Intergovernmental Contract is entered into on behalf of Snellville (Name of New Member), this day of 25 April 2022 by the duly authorized officer whose signature appears below.

Melissa Crisp  
Witness/title, City Clerk  
(Entity Seal - Corporate)



Barbara Bender  
(Name of New Member)  
Paul Butler  
(Authorized Signature/Title)  
Mayor





# GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY (GIRMA)

## GEORGIA UNINSURED MOTORISTS (UM) COVERAGE ELECTION FORM

THIS DOCUMENT MUST BE EXECUTED ON BEHALF OF THE NAMED MEMBER BY ITS CHIEF EXECUTIVE OFFICER.

Named Member:

RFLC#:

CURRENT ELECTION	LIMIT	DEDUCTIBLE
---------------------	-------	------------

Having read the foregoing "Georgia Uninsured Motorist Coverage Notice," the Named Member listed above hereby makes the following UM Coverage election(s):

A. UM Coverage is REJECTED IN ITS ENTIRETY

*(If you checked box "A," DO NOT complete Sections B-D below. Skip to Section E below, "Execution on Behalf of Named Member.")*

IF YOU DID NOT CHECK box "A" above, you must complete Sections B,C,D & E below:

B. For additional premium (See Rate Chart on back of this form), UM Coverage is ELECTED with the following LIMIT (Check One only):

1. Minimum Limit: Equivalent to Financial Responsibility Combined Single Limit (CSL) established by Georgia law as of the date of the applicable UM motor vehicle accident (**\$75,000** CSL, as of May 1, 2012)
2. Maximum Limit: Equal to the applicable limits of Automobile Liability Coverage as set forth in the Named Member's GIRMA Coverage Agreement as of the date of the applicable UM motor vehicle accident.
3. Other Limit: Must specify amount: \$\_\_\_\_\_ (must be between min. & max.)

C. For additional premium (See Rate Chart on back of this form), UM coverage is ELECTED in the following FORM (Check One only):

1. Reduced-By UM Coverage: Added-On UM Coverage is **REJECTED**; the limits of UM coverage selected by the Named Member in Section B above shall be reduced by the bodily injury and property damage liability coverage of the at-fault vehicle and the insured's own UM coverage.
2. Added-On UM Coverage: Reduced-by UM coverage is **REJECTED**; the limits of UM coverage selected by the Named Member in Section B above will not be reduced by bodily injury or property damage liability coverage of the at-fault vehicle or by the insured's own UM coverage.

D. Select the Named Member's UM deductible below. All deductible amounts are per occurrence (check only one box):

       \$500                             \$1,000                             \$2,000

☒ Amount equal to Auto Liability Deductible as set forth in the Named Member's GIRMA Coverage Agreement as of the date of the applicable UM motor vehicle accident.

### E. EXECUTION ON BEHALF OF NAMED MEMBER

It is understood and agreed that upon its acceptance by GIRMA, this UM coverage election will remain in effect until the Named Member properly executes and submits a new UM Coverage Election Form which is received and accepted by GIRMA. The Named Member may submit a new UM Coverage Election Form only upon annual renewal of the GIRMA Coverage Agreement. By signing below, I hereby certify that I am the chief executive officer of the Named Member, and that I have the authority to execute this UM Coverage Election form on behalf of the Named Member.

Executed on behalf of [print name of Named Member]: Snellville this 25 day of April

2009

By: [Signature]

Print Name: Barbara Bender



## GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY (GIRMA)

### Additional Premiums Required - Reduced By At-Fault Liability Limits (Option C1)

Private Passenger COST FOR EACH AUTO	All other Autos COST FOR EACH AUTO	Limit Selected
\$13.00	\$15.00	\$ 75,000 CSL
\$63.00	\$53.00	\$ 750,000
\$80.00	\$66.00	\$1,000,000
\$107.00	\$87.00	\$2,000,000
\$145.00	\$117.00	\$3,000,000
\$203.00	\$163.00	\$4,000,000
\$290.00	\$232.00	\$5,000,000

### Additional Premiums Required -Added On To At-Fault Liability Limits (Option C2)

Private Passenger Auto COST FOR EACH AUTO	All other Autos COST FOR EACH AUTO	Limit Selected
\$22.00	\$22.00	\$75,000 CSL
\$71.00	\$60.00	\$ 750,000
\$84.00	\$71.00	\$1,000,000
\$112.00	\$93.00	\$2,000,000
\$152.00	\$124.00	\$3,000,000
\$213.00	\$173.00	\$4,000,000
\$305.00	\$246.00	\$5,000,000

### UM Deductible Credit (Option D)

Deductible Amount	Credit Amount
500	0.955
1,000	0.917
2,000	0.841
2,500	0.841
5,000	0.763
10,000	0.676
25,000	0.567
50,000	0.500
100,000	0.454

**BYLAWS OF THE  
BOARD OF TRUSTEES OF THE  
GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY**

**Revised and Adopted March 16, 2016**

## TABLE OF CONTENTS

<u>Article</u>	<u>Page</u>
I Name and Location .....	1
II Eligibility for and Renewal of Membership .....	1
III Board of Trustees.....	2
Section 1. General Powers .....	2
Section 2. Number and Qualifications.....	2
Section 3. Election of Trustees, Term of Office.....	2
Section 4. Vacancies.....	3
Section 5. Removal of Trustees .....	3
Section 6. Compensation .....	3
IV Powers and Duties .....	4
Section 1. Administrator .....	4
Section 2. Board of Trustees.....	6
V Meetings of the Board of Trustees .....	8
Section 1. Regular Meetings .....	8
Section 2. Special Meetings.....	8
Section 3. Place of Meetings.....	8
Section 4. Notices .....	8
Section 5. Quorum .....	9
Section 6. Manner of Acting .....	9
Section 7. Proxies .....	9
VI Officers.....	10
Section 1. Officers .....	10
Section 2. Election and Term of Office.....	10
Section 3. Removal and Resignation .....	10
Section 4. Vacancies.....	10
Section 5. Chairperson.....	10
Section 6. Vice Chairperson.....	11
Section 7. Secretary-Treasurer .....	11

<u>Article</u>		<u>Page</u>
VII	Board Committees .....	12
	Section 1. Executive Committee .....	12
	Section 2. Special Committee .....	12
	Section 3. Governance.....	12
VIII	Fiscal Year .....	12
IX	Meetings of the Membership.....	13
	Section 1. Annual Meetings .....	13
	Section 2. Special Meetings.....	13
	Section 3. Place of Meeting .....	13
	Section 4. Notice .....	13
	Section 5. Voting .....	13
	Section 6. Proxies .....	14
X	Involuntary Termination of a Membership.....	14
	Section 1. Reasons .....	14
	Section 2. Method .....	15
	Section 3. Data.....	15
	Section 4. Reinstatement.....	15
XI	Termination of GIRMA or GIRMA Funds .....	15
XII	Waiver of Notice.....	16
XIII	Amendments.....	16
XIV	Parliamentary Authority.....	16

**BYLAWS OF THE  
BOARD OF TRUSTEES OF THE  
GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY**

**ARTICLE I**

**NAME AND LOCATION**

- Section 1. The name of this organization shall be the Georgia Interlocal Risk Management Agency, hereinafter referred to as "GIRMA". In October, 1988, GIRMA was established by an intergovernmental contract among founding municipal corporations of Georgia for the management of liability and property damage risks, in accordance with Title 36, Chapter 85 of the Official Code of Georgia Annotated (the "Statute").
- Section 2. The principal office of GIRMA is located at 201 Pryor Street, Atlanta, Georgia 30303.
- Section 3. Other offices for the transaction of business may be established as the Board of Trustees (hereinafter referred to as the "Board") may determine.
- Section 4. These Bylaws are adopted pursuant to the Statute, the applicable rules and regulations of the Insurance Commissioner of the State of Georgia (hereinafter referred to as "Commissioner") and the intergovernmental contract creating GIRMA (the "Intergovernmental Contract").

**ARTICLE II**

**ELIGIBILITY FOR AND RENEWAL OF MEMBERSHIP**

- Section 1. Eligibility. In order to become a member of GIRMA, an entity must be a municipality as defined in Section 36-85-1 of the Official Code of Georgia Annotated, as amended from time to time, and must be a political subdivision of a state or an entity the income of which is excluded from gross income under the Internal Revenue Code. An entity that meets these criteria may become a member once it has taken all actions required by applicable law to join GIRMA and has been approved by GIRMA through its Administrator. Approved entities are called "Members" in these Bylaws. All Members agree

to the terms of the Intergovernmental Contract.

Section 2. Members may voluntarily withdraw after completion of two full fiscal years of Membership by providing ninety (90) days advance written notice to the Administrator.

Section 3. After the first two full fiscal years of Membership, Membership will continue unless either the Administrator or the Member provides the other with ninety (90) days advance written notice of its decision to withdraw or not to renew the contract.

Section 3. See Article X for Involuntary Termination of a Membership mid-year.

### **ARTICLE III**

#### **BOARD OF TRUSTEES**

Section 1. General Powers. The affairs of GIRMA shall be governed by the Board of Trustees, which shall have such general powers as are conferred by Chapter 85 of Title 36 of the Official Code of Georgia Annotated. The Board shall have discretionary authority to adopt rules and regulations and to establish policies and procedures for the operation of GIRMA and to make and enter into contracts for such services as it deems necessary or expedient to include contracts with GMA providing for payment of reasonable institutional value fees.

Section 2. Number and Qualifications. The business and property of GIRMA shall be supervised by a Board of Trustees, which shall consist of nine (9) Trustees. Each Trustee appointed and serving shall be at all times an elected or appointed official of a Member of GIRMA who is serving on the Board of Trustees of the Georgia Municipal Employees Benefit System established pursuant to Chapter 5 of Title 47 of the Official Code of Georgia Annotated. In addition to meeting these requirements, a Trustee must submit a completed application to the Commissioner. If the Commissioner objects to the appointment, the appointment will be invalidated on a prospective basis.

Section 3. Election of Trustees, Term of Office. Trustees shall be individuals meeting the qualifications in Section 2 above who are elected by Members in accordance with Article XI of these Bylaws to serve a term as follows:



- Slots A, B and C shall be filled by individuals elected to serve a term expiring June 30, 2020;
- Slots D, E and F shall be filled by individuals elected to serve a term ending June 30, 2018;
- Slots G, H and I shall be filled by individuals elected to serve a term ending June 30, 2019.

A Trustee's term of office shall be six (6) years. Trustees shall be eligible to succeed themselves but shall not serve more than three (3) consecutive full terms. The time served by the Trustee for the remainder of a former Trustee's unexpired term shall not count toward the Trustee's term limits. All Trustees shall serve until their successors are duly elected and qualified.

Section 4. Vacancies. Any vacancy occurring on the Board shall be filled by appointment by the remaining Trustees. The Trustee appointed to fill the vacancy shall serve for the remainder of the unexpired term, when such position shall be filled by a vote of the Members. Any Trustee appointed to fill the vacancy shall submit an application to the Commissioner to serve as Trustee of this Board. If the Commissioner objects to the appointment, the appointment will be invalidated on a prospective basis with respect to this Board and that individual will not serve on this Board.

Section 5. Removal of Trustees. A Trustee who ceases to meet the qualification requirements in Article III Section 2 shall no longer be eligible to serve on the Board and in such event the Trustee's office shall be declared vacant. A Trustee may be removed by a majority vote of the remaining Trustees for: missing three (3) consecutive regular meetings of the Board; misfeasance, nonfeasance, or for otherwise failing to adequately perform his or her duties as a Trustee. The vote for removal shall be held at a regular or special meeting of the Board. The Trustee shall be provided with at least thirty (30) days written notice of such meeting, sent by certified U.S. Mail, return receipt requested. Said notice shall state the reasons for removal and the time and place of the meeting. Any vacancy created by removal shall be filled in accordance with Article III, Section 4.

Section 6. Compensation. Trustees shall not receive any salaries for their services, but the Board of Trustees may adopt a travel policy setting forth a per diem allowance or the actual expenses of attendance, if any, for attendance at regular or special meetings of the Board and attendance at Board training and educational events, including, but not limited to, those involving investment managers or other service providers.

## **ARTICLE IV**

### **POWERS AND DUTIES**

#### **Section 1.**

Administrator. Pursuant to a contract with the Board, the Georgia Municipal Association, Inc. shall serve as Administrator by providing the services the Trustees deem necessary to safeguard the assets of GIRMA and administer GIRMA. Such services shall include serving as attorney-in-fact and performing directly or contracting with outside entities to perform other types of administration for GIRMA, including claims administration, safety engineering and general administration. The Administrator's services shall include, but are not limited to:

- (a) Negotiating and managing contracts with outside agencies and consultants providing services directly to GIRMA;
- (b) Establishing and maintaining administrative and financial procedures for internal and external use consistent with the policies of the Board of Trustees;
- (c) In conjunction with the actuary appointed by the Board, establishing contribution rate methodologies for System Funds;
- (d) Billing for contributions and assessments in accordance with the terms of the Intergovernmental Contract, and in accordance with applicable law and the Board's funding policy;
- (e) Receiving, depositing, disbursing and accounting for all assets received and expended on behalf of GIRMA, and ensuring that all premiums or contributions received are timely remitted to the depository bank or banks;
- (f) Establishing the method for rating the risks of individual Members;
- (g) Providing risk management services including defense and settlement of claims
- (h) Receiving applications for membership from prospective new members to GIRMA and approving or denying such applications for membership in accordance with such rules or policies as are promulgated by the Board;
- (i) Keeping a register of the post office address, electronic mail address and/or facsimile number of the designated contact for each Member;
- (j) Fulfilling any obligations set forth in contractual documents with the Members as obligations of the Administrator;

- (k) In conjunction with the investment manager and the custodian appointed by the Board, assuring that provisions are made for the valuation of assets;
- (l) In conjunction with the investment consultant appointed by the Board and the custodian appointed by the Board, assuring that funds are invested and reinvested in accordance with Board policy and direction;
- (m) Preparing or causing to be prepared annual fiscal reports regarding the operation of GIRMA and all other reports as directed in writing or through official action by the Board of Trustees of the Fund;
- (n) Determining and prorating income from GMEBS investments to the appropriate GIRMA Fund;
- (o) Arranging for the payment of claims due under GIRMA;
- (p) Providing information about GIRMA and offering technical support to the designated contact of the Member as appropriate;
- (q) Providing the Commissioner a copy of the contract with the Administrator and any amendments to the contract to the extent required by law;
- (r) Maintaining a fidelity bond and errors and omissions coverage or other appropriate liability insurance as required by applicable law and Commissioner regulations, and filing evidence of such coverage with the Commissioner to the extent required by law;
- (s) Receiving, reviewing and processing all correspondence submitted to GIRMA;
- (t) Assuring that all GIRMA files and records are maintained and available at all times to the Board;
- (u) Preparing and submitting all documents required to be filed with the Commissioner in accordance with applicable regulations;
- (v) Supporting legal compliance of GIRMA, and where appropriate, notifying the Board of actions taken or recommended in order to maintain compliance;
- (w) Preparing and submitting to the Board, prior to the beginning of each fiscal year, a proposed budget for GIRMA for that fiscal year for review, revision and approval by the Board; and
- (x) Providing such other administrative assistance as may be requested in writing or through official action of the Board and approved by the Administrator.

Section 2.

Board of Trustees. In addition to its general powers set forth in Article III, the Board of Trustees has the following specific powers and duties:

- (a) To provide general oversight of the operation of GIRMA and its business activities in accordance with these Bylaws, applicable federal and state statutes, and applicable governmental regulations;
- (b) To incur debts, liabilities and obligations;
- (c) To acquire, hold, encumber or dispose of real and personal property;
- (d) To sue or be sued in the name of the GIRMA, and take all measures necessary or desirable in the prosecution or defense of claims;
- (e) To establish and arrange for the administration of such group self-insurance funds as the Board deems advisable;
- (f) To pay authorized losses on behalf of GIRMA Members participating in a fund or funds ;
- (g) To employ legal counsel, accountants and such other professional services as it from time to time shall deem necessary;
- (h) To appoint an investment consultant, actuary, custodian and auditor for GIRMA on an annual basis, and to appoint investment managers as needed;
- (i) To establish an excess loss funding program as the Board deems necessary to protect the interest of the Members and GIRMA;
- (j) To contract for reinsurance with the advice of the Administrator;
- (k) To adopt rules and general policies necessary or appropriate for the efficient operation of GIRMA, which shall be followed by all committees, officers, agents and independent contractors providing services for GIRMA;
- (l) To enter into contracts for services provided directly to GIRMA by entities other than the Administrator;
- (m) To enter into contracts with Georgia Municipal Association, Inc. for serving as Administrator, and for licensing and other services, which may include providing for payment of reasonable institutional value fees;
- (n) To adopt underwriting guidelines that describe the requirements for admission and continued participation of Members;

- (o) To approve proper accounting and reporting procedures so that the Members shall be apprised of the nature of the claims arising within their jurisdiction, the manner in which these claims are being processed, and the impact of the claims upon GIRMA;
- (p) To take all necessary precautions to safeguard the assets of GIRMA, including but not limited to the following:
  - (1) Adopting an annual budget for each fiscal year of GIRMA.
  - (2) Retaining control of all monies collected or disbursed for GIRMA; all funds of any type shall remain in the custody of the Trustees or the custodian appointed by the Board.
  - (3) Having the accounts and records of the GIRMA audited annually or at any time which may be required for any governmental agency to implement any uniform accounting system, and making copies of each year's audits available during that year to each Member, and, to the extent required by law, to the Commissioner;
  - (4) Abiding by all applicable federal and state statutes and administrative regulations.
- (q) To expend GIRMA assets for the purpose of purchasing fiduciary liability and general insurance deemed appropriate by the Trustees;
- (r) To approve dividends. That portion of premium contributions not needed for payment of claims, administrative expenses and/or appropriate reserves may be returned to the Members of GIRMA from time to time, in such amounts and proportions as the Board, in its discretion, may determine is proper, in accordance with applicable law and Commissioner regulations. No surplus accumulations may be returned if such payment will impair the capital stability and/or security of GIRMA. Any participant who withdraws and/or is not in good standing at the time of such distribution may be barred from receiving any portion of the distribution or may be subject to such restrictions as the Board, in its discretion, may impose.
- (s) To establish the method for collection of any assessments of Members, which become necessary to meet any financial deficiency of GIRMA or of any fund;
- (t) To approve revisions to the Intergovernmental Agreement when appropriate or necessary and submit the revisions to the

Membership for approval at a regular or special meeting of the Membership;

- (u) To establish a group self-insurance fund or funds comprised of public monies from contributions of Members in order to pool and jointly self-insure the risks of general liability, motor vehicle liability, property damage, or any combination of such risks.
- (v) To establish a schedule of Member contributions which shall annually produce a sum of money necessary to pay the administrative expenses of GIRMA, to create adequate loss reserves for each fund and to meet any capital or surplus requirements. Each Member's contribution shall be determined in accordance with the method established by the Board; and
- (w) To perform any other function incident to their office and in keeping with applicable Georgia laws and the regulations of the Commissioner.

## **ARTICLE V**

### **MEETINGS OF THE BOARD OF TRUSTEES**

- Section 1. Regular Meetings. Regular meetings of the Board shall be held at least two (2) times per year.
- Section 2. Special Meetings. Special meetings of the Board may be called by the Chairperson and, in his or her absence, by the Vice Chairperson, or upon the request of one-third of the members of the Board. The person or persons authorized to call special meetings of the Board may choose any place and date for the holding of the special meeting called. By unanimous consent of the Trustees, special meetings of the Board may be held without notice at any time and place.
- Section 3. Place of Meetings. All in-person meetings shall be held in the State of Georgia. All references to the "place" of a meeting include a virtual place accessed via telecommunications or electronically, and notice of the location of such a virtual place shall include instructions for accessing the meeting.
- Section 4. Notices. Notice of any regular or special meeting of the Board of Trustees shall be given at least ten (10) days prior to such meeting by written notice sent by mail, facsimile or electronic mail to each Trustee at the Trustee's address as shown by the records of the Board. The notice shall state the time, date, and place of the

meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail in a sealed envelope properly addressed, with postage thereon prepaid. Notice given by electronic means, either facsimile or electronic mail, shall be deemed to be delivered when sent. Any Trustee may waive notice of any meeting. The attendance of any Trustee at any meeting shall constitute a waiver of notice of such meeting, except when a Trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened. The notice of a special meeting shall state the purpose of the meeting. Business to be transacted at a regular meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by statute or these Bylaws.

Section 5. Quorum. A majority of Trustees then in office and present shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Trustees are present at said meeting, a majority of the Trustees present may adjourn the meeting from time to time without further notice. Trustees may participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all Trustees participating may simultaneously hear each other during the meeting. All references to the "place" of a meeting include a virtual place accessed via telecommunications or electronically, and notice of the location of such a virtual place shall include instructions for accessing the meeting. Trustees may vote by proxy for the designating Trustee. Presence by proxy shall be counted for purposes of attendance, quorum and voting.

Section 6. Manner of Acting. The act of a majority of Trustees present in person, electronically, via telecommunications or by proxy at a meeting at which a quorum is present shall be the act of the Board of Trustees, unless the act of a greater number is required by statute, regulation, or the Bylaws.

Section 7. Proxies. At any meeting of the Board of Trustees at which a quorum is present, a Trustee entitled to vote may vote by proxy executed in writing (which writing may be electronic) by the Trustee or by his or her duly appointed attorney in fact. Presence by proxy shall be counted for purposes of attendance, quorum and voting.



## ARTICLE VI

### OFFICERS

Section 1. Officers. The officers of the Board of Trustees shall consist of a Chairperson, Vice Chairperson and Secretary-Treasurer.

Section 2. Election and Term of Office. At each regular meeting of the Board immediately following July 1, the Board of Trustees shall elect a Chairperson and Vice Chairperson. The Chairperson and Vice Chairperson of the Board may be the elected or appointed officials of a GIRMA Member elected to serve as the Chairperson and Vice Chairperson of the Board of Trustees of the Georgia Municipal Employees Benefit System. A new officer must submit a completed application to the Commissioner. If the Commissioner objects to the appointment, the appointment will be invalidated on a prospective basis and a replacement officer may be elected by a majority of the Trustees of the Board of GIRMA. The replacement officer also must submit a completed application to the Commissioner. An election of the Chairperson or Vice Chairperson shall require the affirmative vote of a majority of the members of the Board. A Trustee may not serve more than two (2) consecutive one-year terms as Chairperson or more than two (2) consecutive one-year terms as Vice Chairperson. The Secretary-Treasurer shall be the Executive Director of the Georgia Municipal Association.

Section 3. Removal and Resignation. The Chairperson or Vice Chairperson, or both, may be removed by the Board of Trustees whenever in its judgment the best interests of the Board would be served thereby. Resignation of the Chairperson or Vice Chairperson shall be accomplished in writing and shall become effective upon its acceptance by the Chairperson or acting Chairperson at the next regular meeting of the Board.

Section 4. Vacancies. A vacancy in the office of Chairperson or Vice Chairperson because of death, resignation, removal, disqualification, or otherwise, may be filled for the unexpired portion of the term of office by majority vote of the remaining members the Board of Trustees.

Section 5. Chairperson. The Chairperson shall be the principal executive officer of the Board and shall in general supervise and control all of the business and affairs of the Board. The Chairperson shall: preside at all meetings of the Membership and the Board of Trustees; call the annual meeting of the GIRMA Membership; call regular and special meetings of the Board of Trustees; appoint an

executive committee and special committees of the Board; serve as an ex-officio member of special committees; and serve as chairperson of the executive committee; and perform such other duties as may be prescribed from time to time by the Board of Trustees or as are consistent with the duties of the office of Chairperson.

Section 6.

Vice Chairperson. The Vice Chairperson shall: assist and aid the Chairperson whenever required in carrying out the duties of the Chairperson; preside at all meetings of the Membership of GIRMA and of the Board of Trustees in the absence of the Chairperson; be authorized to act on behalf of the Chairperson in the event of the Chairperson's incapacity or other failure to serve; and perform such other duties as may be assigned by the Chairperson or Board of Trustees from time to time.

Section 7.

Secretary-Treasurer. The offices of Secretary and Treasurer shall be combined. The Secretary-Treasurer is delegated the authority to perform, and is responsible to the Board for performing, the following duties either directly or through his or her designee:

- (a) Notifying Members of the time, date and place of annual Membership meetings and soliciting proxies for those unable to attend such meetings, and seeing that all other meeting notices required by these Bylaws or applicable law are duly provided;;
- (b) Notifying Trustees of Board meetings and soliciting proxies for those unable to attend meetings, and seeing that all other meeting notices required by these Bylaws or applicable law are duly provided;
- (c) Keeping a register of the post office address, electronic mail address and/or facsimile number of each member of the Board of Trustees which shall be furnished to the Secretary-Treasurer by such Trustee.
- (d) Performing all the duties consistent with the office of Secretary-Treasurer and such other duties as from time to time may be assigned to him or her by the Chairperson or the Board of Trustees.
- (e) Executing contracts with service providers performing services directly to the Fund (except for contracts with Georgia Municipal Association, Inc.) after such service providers have been approved by the Board;

- (f) Signing all checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of GIRMA, except as otherwise stated by resolution of the Board of Trustees.

## **ARTICLE VII**

### **BOARD COMMITTEES**

- Section 1. Executive Committee. The executive committee shall be comprised of five Trustees, which shall include the Chairperson, Vice-Chairperson, immediate past chairperson and two Trustees appointed by the Chairperson. The Chairperson shall act as the chairperson of the Executive Committee. The Executive Committee shall recommend policies, program operating budgets and act on behalf of the Board in between Board meetings. The Executive Committee shall also nominate qualified individuals for election to the GIRMA Board of Trustees.
- Section 2. Special Committee. The authority of a special committee is limited to the charge given the committee by the Chairperson when establishing such committee; however, the designation of such committee and the delegation of authority thereto shall not operate to relieve the Board of Trustees, or any individual Trustee, of any responsibility imposed upon it or upon the Trustee by law. Each special committee appointed shall be deemed to have concluded its work upon reporting back to the Board.
- Section 3. Governance. The Notice, Quorum, Manner of Acting, and Proxies sections under Article V "Meetings of the Board of Trustees" shall apply to meetings of Board Committees, except that all references to Trustees in those sections shall be replaced with "Committee Members" and all references to the Board of Trustees shall be replaced with "Board Committee."

## **ARTICLE VIII**

### **FISCAL YEAR**

- Section 1. GIRMA shall operate on a fiscal year from 12:01 a.m. January 1 to 12:01 a.m. January 1 of each succeeding year. Each fiscal year shall be maintained separately for accounting purposes.

## ARTICLE IX

### MEETINGS OF THE MEMBERSHIP

- Section 1. Annual Meetings. An annual, in-person meeting of the Members shall be held at a time, date and place designated by the Board of Trustees, for the purpose of electing Members to the Board of Trustees, delivering of a statement of the general financial condition of GIRMA and for the transaction of such other business as may come before the meeting. If the election of Trustees shall not be held as designated herein at the annual meeting, or at any adjournment thereof, the Board of Trustees shall cause the election to be held at a special meeting of the members as soon thereafter as is reasonably convenient or by written ballot within a reasonable time thereafter. An oral report on the general financial condition of GIRMA shall be given to Members at each annual meeting. At the same meeting, a written copy of this report shall be made available to Members by the Board chairperson or his or her designee.
- Section 2. Special Meetings. Special, in-person meetings of the Members may be called by the chairperson of the Board of Trustees or by not less than one-fourth (1/4) of the Membership.
- Section 3. Place of Meeting. The Board of Trustees may designate any place within the State of Georgia as the place of meeting for any meeting called by the Board of Trustees.
- Section 4. Notice. Written notice stating the place, date and hour of any meeting of the Membership shall be delivered by mail, electronic mail or facsimile, to each Member entitled to vote at such meeting, not less than ten (10) and no more than ninety (90) days before the date of such meeting, by or at the direction of the Chairperson, or the Secretary-Treasurer, or the officers or persons calling the meeting. In the case of a special meeting or when required by statute or by these Bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail addressed to the Member at its address as it appears on the records of GIRMA, with postage thereon prepaid. If notice is given electronically, either by electronic mail or facsimile, such notice shall be deemed to be delivered when sent to the electronic address for the Member as shown by the records of the Board.
- Section 5. Voting. Each Member shall be entitled to one (1) vote on each matter that the Board of Trustees submits to a vote of the

Members. The vote of each Member shall be cast by its designated representative. There is no quorum requirement. Rather, a majority vote of those Members voting in person or by proxy at a meeting shall be required for action on any matter submitted to the Membership. However, except in the case of the election of Trustees, no formal action will be taken based upon any Membership vote without the consent of the Board of Trustees. The Board of Trustees may in its discretion conduct a Membership vote by mail ballot. In such case the mail ballot shall be deemed to be delivered when it is mailed or sent via facsimile or electronic mail in the manner required for provision of meeting notices under Section 4 above. The Board of Trustees shall afford a reasonable period of time for return of mail ballots by Members. There is no quorum requirement. Rather, a majority vote of those Members voting shall be required for action on any matter submitted to the Membership by mail ballot.

Section 6. Proxies. At any meeting of the Members, a Member entitled to vote may vote by proxy executed in writing (which writing may be electronic) by the Member or by its duly authorized representative.

## **ARTICLE X**

### **INVOLUNTARY TERMINATION OF A MEMBERSHIP**

Section 1. Reasons. A Member may be involuntarily terminated as a Member of GIRMA in the middle of the year, and not as a result of GIRMA's non-renewal, for:

- (a) Failure to timely pay its contribution, assessment, or otherwise to discharge its financial obligations to GIRMA when due;
- (b) Failure to timely report to the Administrator, or its designee accidents or other incidents which might involve indemnifications from GIRMA or from a fund established by GIRMA;
- (c) Failure to comply with the loss control and written management recommendations of GIRMA or GIRMA's representatives or agents;
- (d) Failure to comply with any requirements contained within a coverage description of a fund in which the Member participates;
- (e) Excessive losses; or

- (f) Failure to comply with the law, rules and regulations of the Georgia Insurance Commissioner, or the Intergovernmental Contract establishing GIRMA or these Bylaws.

Section 2.

Method. Termination for failure to pay a contribution or assessment when due, or for failure to otherwise discharge its obligations to a fund or to GIRMA when due shall be accomplished by written notice stating the time the termination will be effective, not less than fifteen (15) days from the date of notice, to be delivered in person or by depositing such notice in the U.S. Mail by at least first class mail to the last address of record of the Member, and receiving the receipt provided by the United States Postal Service for such deposit. Such notice may or may not be accompanied by a tender of the unearned premium paid by the Member, calculated on a pro rata basis. If such tender is not made simultaneously with such notice, it shall be made within fifteen (15) days of notice of termination, unless an audit or rate investigation is required, in which case such tender shall be made as soon as practicable.

Involuntary termination for any other cause shall require forty-five (45) days advance written notice.

The Commissioner of Insurance of the State of Georgia shall be furnished a copy of any termination notice forwarded to a Member.

Section 3.

Data. GIRMA will provide any terminated Member the data reasonably necessary for transition to a replacement insurer.

Section 4.

Reinstatement. Reinstatement shall be upon such terms as the Board may impose.

## ARTICLE XI

### TERMINATION OF GIRMA OR GIRMA FUNDS

Section 1.

GIRMA shall cease its activities upon affirmative vote of not less than two thirds (2/3) of the Board requiring such cessation, with advance approval of the Commissioner if required by law.. The Board may also terminate the existence of any fund or funds it has established by a majority vote of the Board, with advance approval of the Commissioner if required by law. To the extent of money remaining in a terminated fund, however, GIRMA shall continue to pay Members' claims and losses incurred prior to the date of a Fund's termination until the money in the terminated fund is exhausted. In the event that revenues remain in a terminated fund

after payment of all claims, losses and other expenses, the Board may determine the method for calculating refunds to those Members who were Members at the time the fund ceased its activities. The Board shall determine the method that shall be used for the sale and distribution of proceeds in the event that there should be any property, real or personal, belonging to GIRMA at its termination. In the event of GIRMA's termination, the Board shall continue to meet for such period of time and with such frequency as may be necessary to wind down the affairs of GIRMA. The Board shall be authorized to sell, transfer or otherwise assign the processing and payment of claims to a third party in the event of termination of GIRMA or in the event of termination of a fund.

- Section 2. The Commissioner may terminate GIRMA or any of its Funds only in accordance with applicable law, and subject to GIRMA's rights under applicable law.

## **ARTICLE XII**

### **WAIVER OF NOTICE**

- Section 1. Whenever any notice is required to be given under the provisions of these Bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## **ARTICLE XIII**

### **AMENDMENTS**

- Section 1. The Board of Trustees shall have power to make, amend and to repeal the Bylaws by an affirmative two-thirds majority vote of the Board of Trustees at any regular or special meeting of the Board.
- Section 2. Any amendment to the Intergovernmental Contract must be approved by a majority of the Members voting at a meeting of the Membership.

## **ARTICLE XIV**

### **PARLIAMENTARY AUTHORITY**

- Section 1. To govern processes and relationships within the organization in



cases not provided for in statute or Bylaws, the current edition of Robert's Rules of Order shall be used. However, by resolution, the Board may determine to follow instead any set of Rules of Order determined by the Administrator's General Counsel or by the Board's separate legal counsel to be appropriate.

## **STATEMENT OF ISSUES**

Due to recent changes in the terms of liability insurance coverage, whether your insurance company changes, you must consider the issues discussed in this document.

Please sign that you have read this document. This must be returned with your intergovernmental Contract and Resolution. These considerations will hold true whenever you change any liability coverage that was written on a claims-made basis.

If you have any questions concerning these issues, please feel free to call Lindsey Albright at Willis Insurance Services of Georgia at 404-224-5044 or 800-332-1383, or Stan Deese at the Georgia Municipal Association at 678-686-6221.

### **EXTENDED REPORTING ENDORSEMENT (ERP)**

A claims-made policy will generally allow an insured to purchase an ERP endorsement if the policy is cancelled or non-renewed. The endorsement allows the insured to continue reporting claims that happened during the policy but of which the insured was unaware of when the policy was cancelled or expired. The cost of this endorsement is anywhere from 25% to 200% of the expiring premium. Anytime an insured changes from one claims-made policy to another, or changes from claims-made to occurrence coverage, the insured **SHOULD** discuss the need for this coverage with the agent who provided the expiring claims-made policy. Not all insureds require this coverage, but each one should carefully consider their needs before deciding to purchase or not purchase this protection.

### **PRIOR ACTS COVERAGE**

Prior Acts is the reverse of Extended Reporting Coverage. Some companies will write an occurrence or claims-made policy which covers claims that occur prior to the effective date of coverage and of which the insured had no knowledge. When canceling or non-renewing claims-made coverage, the former carrier must provide ERP or the subsequent carrier must provide Prior Acts coverage to ensure that a gap does not exist. Prior Acts coverage is difficult to obtain, so the general rule is to purchase ERP if you are concerned about the exposure.

Again, we want to point out the importance of discussing ERP with the agent who provided the expiring claims-made policy.

Name \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Account Name:	Hotel/Motel Tax
Account Number:	275-370-314100
Revenue Category:	Tax
Date:	4.8.22

[illegible]