

Policy Review Policy (BGM Section 2.J) - First Reading  
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**REDLINE – CURRENT MERGED WITH PROPOSED WITH TRACK CHANGES.**

**J. Policy Review**

The contents of the Board Governance Manual, including policies and charters, (“content”),  
The policies contained in the Teachers’ Retirement Board Governance Manual will be  
reviewed at least once every five~~three~~ years or more often as necessary. The purpose of the  
review is to ensure that the content is relevant, effective, and aligned with best practices.

The board governance committee is responsible for overseeing the board’s governance  
manual by developing processes to ensure content is current and that CalSTRS’ actions are  
compliant with such content, along with reviewing its format and organization.  
Administrative oversight of the board’s governance manual, including the implementation of  
a proactive review process, resides in the Office of the General Counsel.

The review process may include factors such as technical accuracy, alignment with  
implementation intent, desired effect, relevancy, alignment with best practices, and other  
relevant factors. Review may not always result in content revisions.

The board authorizes the General Counsel to enact non-substantive changes to the board’s  
governance manual when necessary to improve its clarity and readability. A non-substantive  
change is one that does not materially change the essence of the policy provision, including  
clerical or grammatical errors or technical corrections. The General Counsel is to report such  
activity to the board governance committee at its next meeting.

The type and date of any content policy revision shall be maintained in the revised policy or  
charter. ~~noted immediately following the revised policy.~~

History: Adopted June 8, 2017; Amended January 31, 2020 [to change “Teachers’  
Retirement Board Policy” to “Teachers’ Retirement Board Governance Manual” and remove  
the italics requirement].

Proposed March 2024 change to lengthen review cycle, clarify responsibility for  
administrative oversight, delegate authority to enact non-substantive changes, and clarify  
communication of policy changes.

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