



SEBC Governance Manual and Communications Policy

October 26, 2026



Purpose

Establishes a common reference

Brings governance responsibilities and operating practices together in one place.

Sets clear expectations

Helps members understand their roles and the appropriate channels for Committee business.

Supports continuity and public confidence

Supports consistent practices as membership changes and the new subcommittees begin their work.

Governance Manual at a Glance

What is Covered in the Manual

- Authority and structure of the SEBC
- Committee operations and member expectations
- Supporting roles and ongoing review

What is Purposefully Not Covered in the Main Body of the Manual

It mostly omits anything policy, administrative, or procedural in nature that is not established in law

How Policies and Resolutions Relate to the Manual

When the Committee adopts individual policies or resolutions, those will be memorialized in the manual's Appendix

Governance Manual Chapters at a Glance

Chapter 1

Explains its purpose and scope

Chapter 2

Describes the Committee and its governance responsibilities

Chapter 3

Covers Committee and subcommittee operations

Chapter 4

Addresses member responsibilities and expectations

Chapter 5

Clarifies the SBO's role and supporting relationship

Chapter 6

Establishes an annual governance review and rules for updates

How the Manual Was Developed

Review of Other Manuals

The Delaware Plans Management Board Governance Manual and the Pension Board of Trustee Handbook were reviewed for structure and content.

Review of Delaware Code

Language from the Delaware Code was included and cited.

SBO and DAG Review

The draft was reviewed by the SBO Director, the SBO Deputy Director, and the SEBC Deputy Attorney General.

Communications Policy Overview

What is covered in the policy

- Discussions of Committee business outside of meetings
- Vendor inquiries
- External presentations
- Media inquiries
- Communications with the DAG and the SBO
- Use of state-issued email address for Committee business

Next Steps

Committee feedback

Committee members are being asked to provide written feedback on both the Governance Manual and the Communications Policy **by Monday, November 9th**

Committee consideration

It is anticipated that at the November meeting, the Committee will discuss member feedback and proposed revisions, receive public comment, and consider separate approval of the Manual and Communications Policy.

Following approval

The SBO maintains the adopted documents, supports member orientation, and coordinates ongoing governance review.

Thank You



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