

# City of Springfield

## Budget Committee Bylaws

### **ARTICLE I. Establishment**

The Budget Committee is established pursuant to ORS 294.414 in accordance with Local Budget Law.

### **ARTICLE II. Purpose and Objectives**

The Budget Committee acts as a fiscal policy and budget review committee for the City of Springfield as follows:

- a) Conducts a review of the City Manager's proposed budget and makes a recommendation to City Council regarding the proposed funding, service level, and configuration.
- b) Reviews the Capital Improvement Program and forwards comments to the City Council.
- c) Responds to ad hoc requests by the City Council.

### **ARTICLE III. Membership, Terms of Office and Voting.**

**Section 1.** The Budget Committee consists of all members of the City Council and a like number of electors, totaling 12 members. Each member has an equal vote.

**Section 2.** Citizen members of the Budget Committee are appointed as follows:

- a) In or before March of each year, City Council appoints citizen members to fill vacancies in the appointive membership of the Budget Committee.
- b) Appointive members of the Budget Committee serve three-year terms. The terms are staggered such that one-third of the appointive members' appointments end each year.
- c) Any appointive member may be reappointed for an additional term with no individual allowed to be appointed to more than two consecutive full terms. One may re-apply after being off the Budget Committee for one year.

**Section 3.** Budget Committee decisions are made by an affirmative vote of a majority of the Committee members.

**Section 4.** Committee members do not receive compensation, but may be reimbursed for duly authorized expenditures.

### **ARTICLE IV. Officers' Duties**

**Section 1.** The Budget Committee elects two officers at the first meeting: a Chairperson and a Vice-Chairperson. The officers serve a one-year term.

**Section 2.** The Chairperson presides at all meetings and is eligible to vote on all matters.

**Section 3.** The Vice-Chairperson performs all the duties of the Chairperson in the event the Chairperson is absent.

**Section 4.** The Committee shall be staffed by the City Manager or his/her designee.

**ARTICLE V. Meetings of Committee**

**Section 1.** The Chairperson calls the Budget Committee meetings to order.

**Section 2.** A majority of the present Committee members constitutes a quorum.

**Section 3.** Budget Committee members are expected to attend all regular meetings and standing subcommittee meetings. If a member is unable to attend a meeting, said member is expected to notify Budget Office staff. A position shall be vacated by the Council when the appointee has two or more consecutive unexcused absences. The Chairperson, in consultation with City staff, may recommend to the Council that a member be removed from the Committee if said member is found not to meet the Guidelines.

**Section 4.** All appointees of the Budget Committee serve at the pleasure of the Council and are expected to abide by the City of Springfield BCC Guidelines for Meeting Conduct.

**Section 5.** All Budget Committee members are given at least 24 hours' notice of any meeting called. Study materials and agenda will be delivered at least 24 hours prior to a meeting.

**ARTICLE VI. Subcommittees**

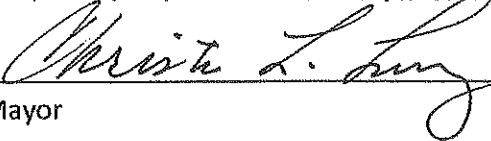
**Section 1.** The Chairperson shall appoint subcommittees as needed.

**Section 2.** The Chairperson of the Budget Committee may appoint a chairperson for each subcommittee.

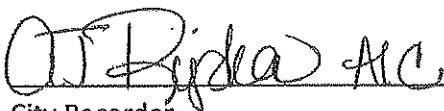
**ARTICLE VII. Amendment of the Bylaws**

These bylaws may be amended by an affirmative vote of a majority of the membership of the Budget Committee at any regular meeting. Prior notice of such amendment must be given at a preceding regular meeting, or in an agenda packet, unless all Committee members are present.

Adopted by City Council on March 21, 2016

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Recorder

Last Revised: March 15, 2016.

March 10, 2021

## Budget Committee

### CHARGE

The Budget Committee is provided for in State Law. It is responsible for reviewing the financial plans and policies of the City, including the review of the Annual Budget and the recommendation of the Annual Budgets to the City Council.

Source of Existence:	State/Council
Bylaws:	No
Code:	No
Sunset Date:	Mandatory
Membership	
Number:	12
In City:	12
Out of City:	None
Terms (2 max):	3-Years staggered terms
Ward:	Yes (not required by State Law)
Qualifier:	6 members from the Council and 6 citizens by Ward (Citizen members may not be officers, agents or employees of the City, per ORS 294.336(4).)
Appointed By:	Council application and interview
Meeting Time:	Varies through Budget Season
Funding Source:	General Fund
Staff Liaison:	Nancy Newton, City Manager, 726-3700 Nathan Bell, Finance Director, 726-2364
Council Liaison:	All Council (Note: the Mayor may participate with the approval of the Budget Committee as an ex-officio, non-voting member.)

cmo/common/bcc/budget  
Last Revised: 3/10/21