

# 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**

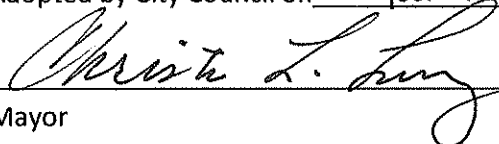
**Section 1.** The Chairperson shall appoint subcommittees as needed.

**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.