

BUDGET COMMITTEE BYLAWS

A. COMMITTEE NAME AND PURPOSE

1. Name. The name of this committee is the Budget Committee (“Committee”).
2. Purpose. This is a Mandated Special Committee per Oregon State Law. Lane County Board of Commissioners ("Board") also adopted Section 3.565 of the Lane Manual which provides that the Committee:

Reviews and approves the County budget, limits the amount of tax which may be levied by the County and establishes a tentative maximum for total permissible expenditures for each fund in the County budget.

Matters for the Committee's consideration are described in Article E of these Bylaws.

B. MEMBERSHIP, VACANCIES, AND TERMS

1. Membership. As provided in Oregon Law and Section 3.565 of the Lane Manual:
(10) Consists of members of the Board of Commissioners and an equal number of lay citizens.
2. Vacancies. Per ORS 294.336(7) if any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the governing body of the municipal corporation shall fill the vacancy by appointment for the unexpired term;
3. Any member position that becomes vacant will be filled in the manner of appointment specified in County policy for committee vacancies. Vacancies for this committee will not be advertised unless otherwise requested by the Board member whose recommended appointee position has been vacated.
4. Terms. Except for the Commissioner members, members are appointed to three year staggered terms as set by Oregon Revised Statute.

C. OFFICERS AND STAFF

1. Chair and Vice-Chair
 - a. At the first meeting in which the Committee receives the Budget Message from the County’s Budget Officer, the Committee must appoint a Chair and Vice-Chair from among its members.
 - b. The term of the Chair and Vice-Chair will commence upon election, and each shall serve until the election of a new Chair and Vice-Chair as provided in C.1.a. above, except in case of resignation, removal, or replacement by vote of the Committee.
2. Staff
 - a. County Administration and specifically the Central Budget Office.

D. MEETING SCHEDULE AND FORMAT

1. Quorum. A majority of filled member seats of the Committee, which must include at least one of the Commissioner members, constitutes a quorum of the Committee.
2. Majority. A majority of the ten member committee is required to take any action beyond adjournment. Any vacancy in a lay citizen position decreases the number of members needed to constitute a majority of the committee. A vacancy in a Commissioner position does not decrease the number of members needed to constitute a majority of the committee.
3. Calendar of Meetings
 - a. Following development of the Proposed Budget; typically held the first 3 weeks of May each calendar year.
 - b. Special meeting for review of Elected Compensation Board recommendations will occur in General Election years at a minimum.
4. Meeting Format
 - a. The Committee Chair will conduct the meeting in an orderly fashion, in general accord with the principles of Roberts Rules of Order, latest edition.
5. Participation by Telecommunication. To the extent practicable, Committee members may participate and vote in a Committee meeting using a telephone or other telecommunication system providing two-way, real-time audible communications.

E. MATTERS COMING BEFORE THE COMMITTEE

1. The Budget Committee annually receives the Budget Message and Proposed Budget from the County's budget officer, the County Administrator. All meetings of the Budget Committee are open to the public. A required Public Hearing must occur prior to Budget Approval.
2. The Committee may demand and receive from any officer, employee or department of the county any information the committee requires for the revision and preparation of the approved budget. The Committee may compel the attendance of any such officer or employee at its meetings.
 - (1) Individual Committee questions/answers will occur during the annual budget process and be submitted to the Central Budget Office for coordination. Any response that would require more than 15 minutes of staff time, will be directed back to the Committee for input and potential clarification of information sought.
3. The Budget Committee must either approve the Proposed Budget as submitted by the budget officer or the Budget as revised and amended by the Budget Committee. This action includes setting a tentative maximum for total permissible expenditures for each fund in the County budget. It also includes setting the limit of tax, which may be levied by the County.
 - (1) A Budget Committee members may only abstain from voting on a motion when the member has an "actual conflict of interest" as that term is defined in Oregon Government Ethics Oregon Revised Statutes Chapter 244.

F. NOTICES, RECORDS, AND REPORTS

1. Committee responsibilities
 - a. The Committee must review and approve all Committee meeting minutes.
2. Pursuant to the designated staff liaison's responsibilities under C.2.a. above, the staff liaison is responsible for:

- a. Drafting and publication of Committee meeting notices.
- b. Publication of Committee meeting agendas.
- c. Recording and publication of Committee meeting minutes.
- d. Submission of Committee Bylaws and Bylaw Amendments to the Board for approval.
- e. Publication of Committee Bylaws.

G. BYLAWS, ADOPTION, AND AMENDMENTS

1. These Bylaws were approved by the Budget Committee on May 4, 2021.
2. These Bylaws were approved by the Board of Commissioners on May 25, 2021.
3. The Committee should endeavor to review these Bylaws on a regular basis, and propose to the Board any recommended amendments.