

CITY OF SALEM  
BUDGET COMMITTEE PROCEDURE APPROVED

I. RULES TO GOVERN COMMITTEE PROCEDURES

Adopt Roberts Rules of Order

II. SCHEDULE - STARTING TIME FOR MEETINGS

Start meetings at 6:00 pm.

III. SCHEDULE CLOSING TIME FOR MEETINGS

Close meetings at 9:30 p.m.; however, a majority of the Budget Committee can extend the closing time by half hour intervals decided at the then current meeting.

IV. COMMITTEE STRUCTURE

Meet as a committee of the whole.

V. PUBLIC HEARING(S)

Allow time each evening for public testimony.

VI. PROCEDURES FOR PUBLIC TESTIMONY

- A. An overview of the Department will be presented by the City Manager and the respective department head.
- B. The public will then be invited to testify. In order to allow time for everyone wishing to testify, there will be time limits on all testimony.
  - 1. Groups are asked to select a spokesperson whose testimony will be limited to five minutes.
  - 2. After the spokesperson's presentation, the Budget Committee Chairperson will ask all of those in the audience to indicate their support by a show of hands.
  - 3. If other members of the same group have additional information, their testimony will be limited to three minutes.
  - 4. Individuals not affiliated with a group are, of course, also encouraged to testify. Individual testimony will be limited to three minutes.

## VII. DEPARTMENT REVIEW PROCEDURES

- A. City Manager and appropriate department head highlight the department's budget;
- B. The allotted time for department presentations including Municipal Court is 10 minutes with the exception of Public Works and Administrative Services which is 15 minutes;
- C. The public is invited to testify on the department's budget;
- D. The Budget Committee reviews the proposed budget; and
- E. Budget committee closes review of the department's budget.

## VIII. QUORUM

State law requires that a quorum of the Budget Committee must be present to hold a Budget Committee meeting. A quorum shall consist of ten Budget Committee members. In addition, in order for a motion to be approved, a majority vote of the Committee is needed. In other words, a vote on a motion must receive at least ten votes to be implemented.

## IX. "WISH LIST"

Use the Wish List for the Budget Committee recognizing that the City Budget Committee desires to review all budgets before making their recommendation to the City Council. At the last meeting, the Budget Committee determines whether or not Wish List items are included in the balanced budget; and if so, how they will be financed.

## X. PRE-MEETING BRIEFINGS

The Budget Committee will hold a lunch time meeting prior to each evening's department review sessions. The pre-meetings provide the opportunity for Budget Committee members to ask staff questions about the budgets that are scheduled for review that evening. The meetings are optional and no decisions will be made at the pre-meetings.

## XI. SPECIAL MEETINGS

A special meeting of the Budget Committee may be called by the presiding officer, or upon the request of not less than ten members of the Budget Committee submitted in writing to the presiding officer, or upon majority vote of the City Council.

X. BUDGET COMMITTEE MINUTES

The Budget Committee minutes will use the final action agenda format used by the City Council. The final action agenda shall contain the following information: 1) date, time and place of the meeting; 2) names of the members recorded as either present or absent and; 3) any motions, and amendments thereto, a record of all votes taken, and general description of all matters considered during the meeting.