

CITY OF SALEM BUDGET COMMITTEE PROCEDURES

I. ROBERTS' RULES TO GOVERN PROCEEDINGS

Unless otherwise provided by law or modified by these rules, the procedure for Budget Committee meetings shall be governed by Roberts' Rules of Order, Revised. The Budget Committee has an obligation to the citizens to be clear and simple in its procedures and in the consideration of the questions coming before it. Therefore, Committee members should avoid invoking the finer points of parliamentary procedures when such points serve to obscure the issues before the Committee as a whole, and confuse the audience at meetings.

II. AGENDAS

- A. The City Manager shall prepare an agenda for every Budget Committee meeting. Agendas and information material for the meetings shall be distributed in a timely fashion, preceding the meeting. Committee approval shall not be required for an agenda.
- B. The order of business for all regular meetings of the Budget Committee shall be as follows. However, when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by two-thirds vote of members present:
 - 1. Opening exercises (includes call to order, roll call, pledge of allegiance)
 - 2. New business
 - 3. Old business
 - 4. Adjournment

III. SCHEDULE

Meetings shall start at 6:00 pm, and shall adjourn no later than 10:00 p.m. However, a majority of the Budget Committee can extend the time to adjourn a meeting by half hour intervals by majority vote of members present at the meeting.

IV. OFFICERS

The officers of the Budget Committee shall be the Chairperson, the Vice-Chairperson and the Secretary.

V. PRESIDING OFFICER

- A. The Budget Committee Chairperson shall be the presiding officer. In the absence of the Chairperson, the presiding officer shall be the Vice Chair. In the event of the absence of both the Chairperson and the Vice Chair, and if where a quorum is present, the member with the most senior membership on the Budget Committee shall call the meeting to order, and the Budget Committee shall elect a Chair Pro Tem, who shall serve until the arrival of the Chairperson or the Vice-Chair, as the case may be.
- B. The Presiding Officer may move, second and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges of a Budget Committee member by reason of acting as the Presiding Officer.

VI. PUBLIC TESTIMONY

- A. Time shall be allotted on each agenda for public testimony.
- B. The presiding officer shall invite the public to testify at the time(s) allotted. In order to allow time for everyone wishing to testify, the following time limits shall apply:
 - 1. Individual testimony is limited to three minutes.
 - 2. Groups shall select a spokesperson, whose testimony will be limited to five minutes.
 - 3. After the spokesperson's presentation, the presiding officer will ask all of those in the group in the audience to indicate their support by a show of hands.
 - 4. If other members of the same group have additional information, their testimony is limited to three minutes.

VII. DEPARTMENT REVIEW PRESENTATIONS

- A. An overview of each fund will be presented by the City Manager. At the City Manager's discretion, a department head may make the presentation for their individual department's budgets;
- B. Department heads will be available to answer specific questions about the department's budget;
- C. The public is invited to testify on the fund's budget;
- D. The Budget Committee reviews and discusses the proposed budget; and
- E. Budget Committee closes review of the fund's budget.

VIII. QUORUM

A quorum of the Budget Committee must be present to hold a meeting. A quorum shall consist of ten Budget Committee members.

IX. VOTING

In order for a motion to be approved, a vote must receive ten ayes.

X. SUBSTITUTE MOTIONS

A substitute motion is a motion which proposes to replace a pending main motion in its entirety. If seconded, debate on the relative merits of the main motion and the substitute motion shall be in order. If approved, a substitute motion shall stand as the main motion, and the original main motion shall be deemed to have been rejected; if the substitute motion is rejected, vote shall proceed to the main motion.

XI. CALLING THE QUESTION

Any Budget Committee member may call for the question at any time. The Presiding Officer shall then ask whether any Committee member has further comments, and, if no Committee member requests the floor, vote shall be immediately taken.

XII. STAFF REPONSES TO BUDGET COMMITTEE QUESTIONS

For staff responses and/or analysis expected to take one hour or longer to prepare, the request shall be approved by the Committee as a whole before staff time is utilized. Committee requests involving less than one hour staff time may be approved by the City Manager without Committee action.

XIII. "WISH LIST"

Use of the Wish List process, recognizes that the Budget Committee desires to review and tentatively approve or close review on all budgets before making their recommendation to the City Council. The Wish List provides the opportunity at the end of the review meetings to balance the proposed budget in the manner and content determined by the Budget Committee.

XIV. PRE-MEETING BRIEFINGS

Based on a majority vote of the Budget Committee, the City Manager may schedule pre-meeting informational briefings. These meetings will be held before the full Budget Committee conducts the formal review sessions, and provide the opportunity for Budget Committee members to ask staff questions about the budgets that are

scheduled for review. The meetings are optional and no decisions will be made at the pre-meetings. Pre-meetings are open to the public and will be noticed as such.

XV. 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.

XVI. BUDGET COMMITTEE MINUTES

- A. Minutes of all meetings shall be comprised of a “final action agenda” and a recording of the meeting in electronic form. Minutes shall be maintained in the Budget Office.
- B. The “final action agenda” shall contain the following information:
 - 1. The date, time and place of the meeting or session;
 - 2. The names of the members recorded as either present or absent;
 - 3. Any motions, and amendments thereto, a record of all votes taken, and general description of all matters considered during the meeting
- C. Approval of the minutes shall not require review of the electronic recording of the meeting or reading of the final action agenda in open meeting prior to approval. The final action agenda may be revised at any time by the City Manager to correct spelling, numbering and other technical defects. Prior to approval, any member may request the amendment or correction of the final action agenda to accurately reflect the substance of any motion, amendment or matter considered during the prior meeting. If objection is made by any Committee member to such amendment or correction, the amendment or correction shall only be made upon majority vote of the Budget Committee.

XVII. AMENDMENT OF PROCEDURES

These procedures may be amended, or new procedures adopted, by a vote of at least ten ayes of the Budget Committee, provided that the proposed amendments or new procedures have been introduced into the record at a prior Budget Committee meeting not less than six days prior to Budget Committee action on the proposed amendment or adoption.