

**BYLAWS
BENTON COUNTY BUDGET COMMITTEE**

**ARTICLE 1
Name**

The name of this organization shall be the Budget Committee (the "Committee").

**ARTICLE 2
Function**

The Committee shall assist the Benton County Board of Commissioners, and shall have the following powers and duties:¹

- (1) Hear the budget message, receive the budget document, hear public and staff testimony;
- (2) Approve the budget document as submitted by the Budget Officer, or the budget document as revised and prepared by the Committee;
- (3) Set the maximum property tax rate and/or amount that may be imposed by the County in the ensuing tax years of the approved biennium budget;
- (4) Demand and receive from any officer, employee, or department of the County any information the Committee requires for the revision and preparation of the budget document. The Committee may compel the attendance of any such officer or employee at its meetings.
- (5) During consideration of the proposed budget the citizen members of the Committee shall also review and fix the salaries of the Board of Commissioners for no less than biennial intervals;²
- (6) During consideration of the proposed budget, the citizen members of the Committee shall also review and fix the salary of the Sheriff and the stipend for the District Attorney for no less than biennial intervals.

**ARTICLE 3
Membership**

Section 1. Number and Selection.

The Committee shall consist of six (6) members. The Board of Commissioners shall serve, and shall appoint the remaining three (3) members, who shall be electors and shall not be officers, agents or employees of Benton County.

¹ Functions 1 through 4 are derived from Oregon Local Budget Law (ORS Chapter 294).

² Function 5 is derived from the Benton County Charter, Chapter V, Section 23.

Section 2. Terms of Office.

Terms shall be four (4) years. Any member may serve successive terms if reappointed by the Board of Commissioners. Terms begin on January 1 and end on December 31. Terms shall be staggered so that no more than one member's term shall expire each year.

Section 3. Responsibilities.

Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chair.

Section 4. Termination of Membership.

The Board of Commissioners may remove Citizen members as follows:

- (1) Failure to attend three or more consecutive regular committee meetings.
- (2) For cause following public hearing, for reasons including, but not limited to:
 - (a) Commission of a felony;
 - (b) Corruptness;
 - (c) Intentional violation of open meetings law;
 - (d) Failure to declare conflicts of interest;
 - (e) Incompetence.
- (3) Without cause pursuant to Benton County Code chapter 3.035.

Section 5. Vacancies.

The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

ARTICLE 4
Officers

The following officers shall be elected from the Committee membership during the first meeting to consider the proposed budget for the ensuing biennium:

- Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called.
- Vice Chair: The Vice Chair shall carry out the responsibilities of the Chair in the absence of the Chair.

ARTICLE 5
Subcommittees

Section 1. Creation of Subcommittees.

The Committee shall have the power to create subcommittees with such responsibilities as the Committee directs.

Section 2. Naming of Subcommittees.

The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

ARTICLE 6

Advisors

The Committee and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, participate in deliberations, and attend meetings to the extent deemed appropriate by the Chair.

ARTICLE 7

Meetings to Consider the Proposed Budget

Section 1. Meetings to consider the Proposed Budget.

Meetings to consider the proposed budget shall be held at times and places mutually convenient for the committee and public.

Section 2. Notice.

Meetings to formally consider the Proposed Budget will be noticed as required by Oregon Local Budget Law (ORS Chapter 294) and Open Meeting Law (ORS Chapter 192).

Section 3. Quorum.

Four (4) members of the Committee must be present to conduct business.

Section 4. Voting.

Each Committee member shall have one vote. Four (4) affirmative votes are required to adopt motions and approve the budget and set the maximum tax levy or levies.

ARTICLE 8

Work Sessions

Section 1. Work Session.

Work Sessions may be called by the Chair or by the Board of Commissioners at any time during the year.

Section 2. Notice.

Notice of a work session will be provided to the public in the same manner as notice is given of meetings of the Board of Commissioners.

Section 3. Purpose.

Work sessions are for the purpose of consulting with, training or briefing the citizen members of the Committee on financial and budget matters of the County. Decisions resulting from a work session are recommendations to the Board of Commissioners.

Section 4. Voting.

Voting is not a normal occurrence at a work session. If a vote is taken then a quorum of the Committee must be present, but a simple majority of those present is sufficient to adopt a motion.

ARTICLE 9
Agenda & Staffing

Section 1. Staffing.

Staff for recording the proceedings of any meeting of the Committee shall be provided by the County.

Section 2. Agenda.

The Chair, with the assistance of the Budget Officer or his/her designee, shall prepare the agenda of items requiring Committee attention, and shall add items of business as may be requested by individual Committee members and/or the Board of Commissioners.

Section 3. Minutes.

Minutes recording all motions and subsequent action including the number of yes votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. The Budget Officer shall maintain minutes of all meetings.

ARTICLE 10
Public Records and Meeting Law

The Committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to public records and meetings.

ARTICLE 11
Parliamentary Procedure

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these by-laws or any special rules of order the Committee shall adopt.

ARTICLE 12
Conflict of Interest

A conflict of interest shall be declared by any member who has a conflict of interest as defined by Oregon law and shall be acted upon pursuant to ORS 244.

ARTICLE 13
Bylaw Amendments

These bylaws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee. The Committee may recommend changes at any meeting by a two-thirds vote of the membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three (3) days before the meeting.

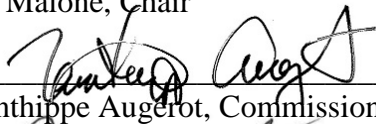
Adopted this 26th day of May, 2020.

Signed this 26th day of May, 2020.

BENTON COUNTY BOARD OF COMMISSIONERS



Pat Malone, Chair

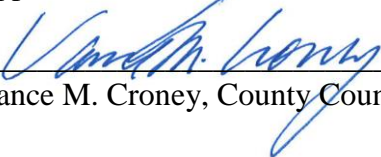


Xanthippe Augerot, Commissioner



Annabelle Jaramillo, Commissioner

Approved as to form:



Vance M. Croney, County Counsel