

AGENDA REPORT
BOARD OF COUNTY COMMISSIONERS

Agenda Category: OTHER Item No: N. 1

Originating Department: BOCC

Date Action Requested: April 07, 2016 Date Action Taken: 04/12/16

ISSUE: Approval and adoption of Bylaws for the Budget Committee

BACKGROUND & CONCLUSIONS: The Budget Committee was created to assist the Board of County Commissioners in fulfilling Klamath County's obligations under Oregon Budget Law (ORS 294.305 to 294.565). The attached bylaws were approved by the Budget Committee on April 7, 2016.

FISCAL IMPACT: None

RECOMMENDED MOTION: Approve and sign bylaws attached.

COMMISSIONER LIAISON APPROVAL: 

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| APPROVED THIS ____ DAY OF _____ by the Klamath County Board of Commissioners. CERTIFIED By _____ Recording Secretary | | DISTRIBUTION: ORIGINAL - OLCC ORIGINAL - ____ 1 - PROCEEDINGS 1 - FILE 1 - CLERK TOTAL <u>3</u> |
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**KLAMATH COUNTY
BUDGET COMMITTEE
BYLAWS**

1. Name.

This advisory committee will be known as the Klamath County Budget Committee (BC).

2. Mission.

The Budget Committee (BC) will assist the Board of Commissioners in fulfilling Klamath County's obligations under Oregon Budget Law. (ORS 294.305 to 294.565)

3. Membership.

The Budget Committee shall be composed of the members of the governing body (Board of Commissioners) and a number, equal to the number of members of the governing body, of the electors of the municipal corporation (appointive members). If there are no electors willing to serve, the governing body shall be the budget committee.

Appointive members of the Budget Committee may not be officers, agents or employees of the municipal corporation. (ORS 294.414)

4. Term Length.

A member of the Board of Commissioners shall serve for their elected term in office. Appointive members of the BC shall be appointed for terms of three (3) years. Terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year. (ORS 294.414)

5. Termination.

a. Removal by Board of Commissioners. All members serve at the pleasure of the Board of Commissioners. The Board of Commissioners may remove a member on its own motion or upon the recommendation of the Committee.

c. Resignation. Resignations by members shall be submitted in writing to the Committee chair and announced at the next regularly scheduled meeting. The chair shall forward a copy of the resignation to the Board of Commissioners and request a replacement.

d. Reasons for dismissal. The Board of Commissioners may remove a member when it determines that it is in the interest of the Committee or the county to do so.

e. Appointment for vacant positions. The Board of Commissioners shall fill the vacancy by appointment for the unexpired term of the vacating position.

6. Attendance.

All members are expected to attend regularly scheduled meetings. Members shall inform the BC in advance of the meeting the member will not attend.

7. Meetings.

a. The BC will meet in accordance with Oregon Public Meeting laws. Notice will be posted in advance of all meetings, minutes will be posted and available.

b. Meetings are generally held at the Klamath County Government Center, 305 Main Street, Room 219, Klamath Falls, Oregon. Members may attend either in person or electronically by conference call so long as persons in attendance and on the telephone can both hear and communicate with each other.

c. The majority of the membership of the Committee will constitute a quorum for the transaction of all business at meetings.

d. Decision making procedure. Each member will be entitled to one vote on all issues presented at meetings at which the member is present. A majority vote is the primary decision-making method and is necessary to execute a final decision. Majority is defined as a majority of the members.

c. The secretary will cause meeting minutes to be prepared. Minutes will include a description of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and the substance of any discussions on any matter and reference to any document discussed at that meeting. Minutes will be distributed at least five (5) days prior to a regular meeting.

d. Agenda items may be placed on a meeting agenda by any Committee member, or any Klamath County Department Head. The agenda minutes and reports will be distributed to members at least five (5) days prior to a regular meeting.

8. Officers.

a. Members of the committee will elect the chair, vice-chair and secretary on an annual basis.

b. Chair responsibilities. The chair will act as leader of the convened meeting and as the parliamentarian. The chair will enforce Committee directives, guidelines and membership rules and will guide the conduct of public meetings. The chairperson is the official representative of the Committee and shall be the spokesperson to the Board of Commissioners.

c. Vice-chair responsibilities. In the absence of the chair, the vice-chair will assume the chair's responsibilities. If neither the

chair nor vice-chair is available for a publicly convened meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.

d. Secretary responsibilities. Ensuring meetings are effectively organized and minutes are taken. Maintaining effective records and administration.

d. Vacancies or removal of officers. The Board of Commissioners may remove a chair or vice-chair on its own motion or upon the recommendation of the Committee when it determines that it is in the interest of the Committee or the county to do so. If the chair is removed, the vice-chair will assume the chair's position. If the vice-chair is removed, the Committee will elect a replacement.

e. Compensation. Members shall not be compensated. (ORS 294.414)

9. Amendment to Bylaws.

a. The Budget Committee may propose amendments to the bylaws. Any recommendations agreed upon by the majority of the Committee shall be forwarded to the Board of Commissioners for its approval. Bylaws will be submitted to the Board of Commissioners by the Committee chair every three years for review and approval.

b. Initiated by Board of Commissioners. Under certain circumstances, the Board of Commissioners may initiate changes to the bylaws. These changes will be submitted to the Committee for review and consultation prior to the Board of Commissioners' adoption.

c. Distribution. Upon the Board of Commissioners' approval of bylaw amendments, the Board of County Commissioners Office will make any required revisions to the bylaws and distribute them to all members of the Committee.

10. Community Relations/Public Input.

Any member of the public will be welcome to attend Committee meetings. Public comments will be encouraged and will be accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the Committee may attend meetings or contact either the chair or the vice-chair and/or staff of the Board of Commissioners. Arrangements will be made and time will be allotted at meetings as appropriate to assure broad public participation.

ADOPTED BY THE BUDGET COMMITTEE, this 7th day of April 2016.

APPROVED BY THE KLAMATH COUNTY BOARD OF COMMISSIONERS



Chairman



Commissioner



Commissioner

Date: _____

4/12/16