

# **Bylaws of the Clackamas County Extension and 4-H Service District Budget Committee**

## **ARTICLE I**

The name of the organization shall be the Clackamas County Enhanced Law Enforcement District Budget Committee, hereinafter called "budget committee."

## **ARTICLE II**

**PURPOSE.** The budget committee meets publicly to review the budget document as proposed by the budget officer. The budget committee receives the proposed budget and the budget message and holds at least one meeting in which the public may ask questions about and comment on the budget. The budget committee must eventually approve the budget and, if ad valorem property taxes are required, approve the amount of tax or the rate per \$1,000 of assessed value for each levy that will be certified to the assessor.

The budget committee may meet from time to time throughout the year at the governing body's discretion for purposes such as training. All of these meetings are open to the public and public notices are required for all meetings. All meetings are held in accordance with the process set forth in the Oregon Local Budget Law (Oregon Revised Statutes 294.503 to 294.565). Such statutory provisions shall govern the manner, purpose and scope of activities of the budget committee.

## **ARTICLE III**

**MEMBERSHIP.** The budget committee shall consist of the members of the Clackamas County Board of Commissioners (governing body) and an equal number of members who are electors of the municipal corporation (county) appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and 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 county and shall receive no compensation for their services.

**TERMS:** Appointive members of the budget committee shall be appointed for terms of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year. If an appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completing of the term for which the member was appointed, the governing body shall fill the vacancy by appointment for the unexpired term. If the number of members of the governing body is reduced or increased, the governing body shall reduce or increase the number of appointive members of the budget committee so that the number thereof shall be equal to but not greater than the number of members of the governing body.

Members may seek reappointment for a maximum of two consecutive terms. Current members seeking a new term on the budget committee shall submit an application at least thirty (30) days prior to the expiration of their current term.

#### **ARTICLE IV**

**OFFICERS.** The budget committee shall at its first meeting after its appointment elect a chairperson from among its members. After the first election, the election of officers of the committee shall be held in conjunction with the annual meeting. Members shall assume their duties immediately upon election to office. All members are eligible for election to officer positions. The budget committee may also elect a secretary from among its members.

The chairperson shall preside over all meetings of the budget committee and have the responsibility of the performance of such duties as prescribed in these bylaws. The chairperson will act as a point-of-contact between county officials and the budget committee.

**TERM OF OFFICE.** The term of office for all officers shall be one (1) year, however, the officer shall continue to serve until a successor is elected or appointed to that office.

#### **ARTICLE V**

**MEETINGS.** Meetings of the budget committee shall be held in accordance with the Oregon Public Meetings Laws. Meetings shall be publicized in advance of the meeting date in accordance with applicable law. Meetings shall be held at least once a year. All records of the budget committee shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

**QUORUM and VOTING.** A quorum shall be present at a meeting in order for the budget committee to transact business. A quorum consists of a majority of all members of the budget committee, not just those present. The budget committee can take official action only with the affirmative vote of a majority of all members. Proxy votes are not allowed.

#### **ARTICLE VI**

**HEARING PROCESS AND PROCEDURE.** The principles of parliamentary rules of procedures such as Robert's Rules of Order shall govern proceedings at any meeting of the budget committee. The chairperson shall be guided by these principles in deciding any procedural questions. The chairperson's decision on procedural matters may be overruled by a majority of the members voting on the question. The budget committee may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing. All meetings shall comply with the Oregon Public Meetings Law.

## ARTICLE VII

AMENDMENTS. These bylaws may be amended. Proposed amendments shall be submitted to the County Counsel for approval. Upon approval of the County Counsel, the proposed amendments shall be approved by the members of the budget committee. However, the amendments shall not be in effect until approved by the Board of County Commissioners and that approval has been communicated back to the chairperson.

The amended bylaws shall supersede all previous bylaws and become the governing rules for the committee.