

# CITIZEN BUDGET REVIEW COMMITTEE BYLAWS

## ARTICLE 1- ORGANIZATION

### Section 1-1. Name.

The organization shall be known as the Citizen Budget Review Committee (the "CBRC").

### Section 1-2. Object.

The CBRC exists to review the County Administrator's Recommended Budget and the School Board's Proposed Budget to ensure BOS priorities are met in the most cost effective manner, and to report to the Board of Supervisors (BOS) information and potential adjustments to the budget to increase effectiveness and efficiency in achieving BOS budget priorities. In addition, the CBRC, at the request of the BOS, shall conduct studies of financial issues and report results to the BOS.

## ARTICLE 2- MEMBERS

### Section 2-1. Appointment by Board of Supervisors and Term.

At beginning of the term of a Supervisor, and at the first regular meeting of the Board of Supervisors, with the approval of the other Supervisors, that Supervisor shall appoint one member and may appoint one alternate to the Citizen Budget Review Committee. The term of any appointee shall coincide with the term of the appointing Supervisor, unless that appointment is terminated earlier by the appointing Supervisor, by the vote of a simple majority of the Board of Supervisors, or by the resignation of the appointee. In the event an appointment is vacated prior to the normal expiration date, the appointing Supervisor shall appoint a replacement member to serve for the remainder of that Supervisor's term of office, subject to approval of the BOS as a whole.

### Section 2-2. Regular Members and Alternates.

The CBRC shall be made up of seven (7) members. A member shall be a citizen of Spotsylvania County. Members of the committee should be citizens with prior expertise in public or private sector budgeting. Citizens should represent a cross-section of communities of interest within the county (i.e. suburban, rural, business, etc.). Each member of the Board of Supervisors may appoint one alternate, subject to the alternate's approval by the BoS as a whole. An alternate shall be a voting member of the CBRC only when serving at a regular meeting in the place of the regular member whom the alternate was appointed to replace.

### Section 2-3. Absences.

Members are expected to fully participate in the activities of the committee, including attendance at all regular and special meetings. In addition, members shall actively engage in the review, analysis and evaluation of budgets as well as projects assigned to them. Member absences for

three consecutive meetings, or overall attendance at 75% or less of the meetings in a one year period, shall be reported by the Chairman to the appointing Supervisor.

**Section 2-4. No Compensation.**

CBRC members shall serve without monetary compensation.

**ARTICLE 3- OFFICERS**

**Section 3-1. Selection of Officers.**

The principal Officers of the CBRC shall be the Chairman, Vice-Chairman and Secretary, all of whom shall be elected from the membership, by the membership.

**Section 3-2. Chairman.**

The Chairman shall preside at all meetings. S/he shall be responsible for direct coordination with the County Administrator on all issues affecting the operation of the committee, as well as material issues revealed during the efforts of the committee.

**Section 3-3. Vice-Chairman.**

The Vice Chairman shall take the place of the Chairman and perform the Chairman's duties whenever the Chairman is absent or unable to act. The Vice Chairman shall also perform other duties as requested by the Chairman and approved by a majority of the membership.

**Section 3-4. Secretary.**

The Secretary shall keep the minutes of all meetings, and submit the minutes to the Chair for approval by the committee prior to publication on the County website. The Secretary shall have charge of the papers, presentations and records of the committee.

**ARTICLE 4- MEETINGS**

**Section 4-1. Regular Meetings.**

Meetings of the CBRC shall be conducted at regularly scheduled intervals as determined by the needs of the CBRC and agreed to by the membership, but no less than once per month. Regular meetings shall be conducted at the location provided by the County Administrator. The schedule of regular meetings shall be provided to the BOS and the County Administrator, and shall be published on the County website. These meetings shall be open to the public. The County shall make available meeting space within existing County operational locations based on the expected frequency of meetings as determined by the committee.

**Section 4-2. Special Meetings.**

Special meetings of the CBRC may be called by the Chair with the consent of a majority of members. Special meetings shall be scheduled at least 72 hours in advance to allow notification of the BOS and the County Administrator. A general purpose for the meeting shall be provided as part of the notification. Special meetings shall be advertised on the County website.

#### **Section 4-3. Other Types of Meetings.**

In addition to the meetings above, members of the CBRC may need to communicate in person with various organizational elements within the County. Therefore, the CBRC may schedule meetings or appointments as part of the mission of the committee. Meetings or appointments shall be coordinated through the County Administrator or the designated point of contact within a department. Some of these may be:

- o Initial strategy discussion with the BOS and/or County Administrator
- o Introductory or kickoff meetings with departmental staff
- o Interviews with County staff
- o Discussion of preliminary results

#### **Section 4-4. Organizational Meeting.**

The Officers shall be elected annually in May, following approval of the next fiscal year's County budget. Members may hold an office for successive terms. Vacancies in Officer positions shall be filled promptly by majority vote of the remaining members no later than the next scheduled regular meeting.

#### **Section 4-5. Quorum.**

A quorum of at least four (4) members shall be required to conduct formal business such as approval of minutes, project plans and presentations. Issues may be discussed and information exchanged at meetings that do not have a quorum, but neither official business nor votes may be taken at these meetings.

#### **Section 4-6. Conduct of Meetings**

Meetings shall be conducted in an orderly fashion in accordance with a previously published agenda.

#### **Section 4-7. Order of Business.**

Minutes shall be taken at all meetings. A typical regular meeting agenda shall include:

- a. Confirmation of attendance and existence of a quorum (as appropriate)
- b. Approval of minutes of prior meeting(s)
- c. Reports of project and/or review status
- d. New Business

## ARTICLE 5–DUTIES AND RESPONSIBILITIES

### **Section 5-1. Organization and Schedule of Activities.**

CBRC shall be organized around the Fiscal Year budget cycle. The start of committee activities shall begin in May to coincide with the end of the approval process for the next fiscal year budget. The committee shall determine a general schedule for regular meetings, and establish a general framework for addressing projects assigned by the BOS, and for reviewing and analyzing the next fiscal year's budget. The committee shall develop an overall plan of action for the ensuing budget cycle and present the plan to the BOS and County Administrator.

### **Section 5-2. Research.**

The CBRC shall be permitted access to data required to perform the review for both the budget and special projects assigned by the BOS. Questions regarding the sensitivity of releasing data requested by the committee shall be submitted to the County Administrator, who shall consult with the County Attorney and the BOS to make a final determination, as appropriate. The CBRC shall have access to County and School staff for the purpose of obtaining information necessary to the conduct of the mission as authorized by the Board of Supervisors and coordinated with the County Administrator. The CBRC will coordinate this access through the County Administrator and designated points of contact within each department.

### **Section 5-3. Level of Detail.**

The CBRC shall have access to budget data including line item data and departmental budgets. This data shall be provided by the County staff in a format agreed upon by the CBRC and County Administrator. Requests for additional or follow-up information required by the CBRC shall be made to the County Administrator.

### **Section 5-4. Restricted Use.**

Data provided by the County shall be available to and used by the committee members exclusively for the mission of the CBRC. No data shall be shared with individuals or organizations outside the committee other than the BOS and administration officials.

### **Section 5-5. Outcomes.**

The Citizen Budget Review Committee shall provide a report to the Board of Supervisors regarding the County Administrator's Recommended Budget and the School Board's Proposed Budget, including specific actions or spending strategies as deemed appropriate by the committee. An initial Budget Review Report shall be delivered to the Board as soon as possible, but no later than the Board meeting where the tax rate advertisement determination is made. If necessary, the Committee may provide a supplementary follow-up presentation to the Board. In order to give the Board time to consider the CBRC findings, Budget staff will schedule this presentation as soon as possible, but not later than the last scheduled budget meeting prior to the Board meeting scheduled for budget adoption. In cases where 2 or more members disagree with the report of the majority, a Minority Report may be included as an

addendum to the Final Report.

Interim reports and recommendations may be presented to the Board of Supervisors prior to the presentation of the County Administrator's Recommended Budget at the request of the Committee or the Board.

**Section 5-6. Forms of Results.**

The CBRC shall review and analyze budget materials and information derived from research. The results of this process may take the form of informational highlights, statements of fact and general assessments with options for BOS action, with conclusions and recommendations optional. Each CBRC recommendation shall include an impact statement which estimates both the financial and functional impact of each recommendation. Functional impacts should discuss the effect on services provided to citizens and should reference any related policies or goals adopted by the Board of Supervisors. The primary objective is to provide information to the BOS that may assist them in deciding on actions that will improve the efficiency and effectiveness County operations.

**Section 5-7. Presentation of Results.**

Along with the Budget reports noted in section 5-5, an opportunity may be provided for special project presentations to the BOS and the County Administrator throughout the year. The CBRC may also present interim status reports on their budget review work to the BOS as requested by the Board or the CBRC. Preliminary versions of all reports shall be presented to the County Administrator prior to presentation to the BOS.

**Section 5-8. Informational Items.**

From time to time, the CBRC may acquire information of an urgent or sensitive nature. The Chairman or designated committee member shall immediately make this information known to the County Administrator or County Attorney for action as appropriate.

**Section 5-8. Freedom of Information Act**

Any request for statements and/or information about the proceedings, analysis or conclusions of the CBRC, made to any member of the CBRC, shall be directed to the County Administrator. Any Freedom of Information Act (FOIA) request shall be directed to the designated FOIA official for the County.

**ARTICLE 6– AMENDMENT OF BYLAWS**

**Section 6-1. Board Approval Required to Amend.**

From time to time, the members of the CBRC may deem it appropriate to modify the provisions of these bylaws. Any member may request consideration of a change, and may submit proposed language to accomplish that change. The CBRC shall discuss the proposed change during any regular or special meeting, following which a vote regarding the proposed change shall occur. After adoption of the Bylaws, any changes or amendments to the Bylaws must be approved by a majority of the membership of the CBRC. If approved by the CBRC, the proposed change shall be sent to the County Administrator and the BOS for review, discussion, and approval, as applicable. If approved by the BOS, the change shall be incorporated into these bylaws.