

## **FINANCE COMMITTEE BYLAWS**

### **ARTICLE 1 - ORGANIZATION**

#### **Section 1-1. Name.**

The organization shall be known as the Finance Committee (the “Committee”).

#### **Section 1-2. Object.**

The Finance Committee exists to review matters of a financial nature coming forward to the Board including supplemental appropriations, transfers, grant applications, grant acceptances, and proposed changes to fiscal/procurement policies.

### **ARTICLE 2 - MEMBERS**

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

The Finance Committee shall have six members: two members of the Board as annually appointed by the Chairman of the Board of Supervisors; the Treasurer; the Commissioner of the Revenue; the Finance Director; and as appointed by the County Administrator, a Deputy County Administrator, who shall function as an ex-officio member.

#### **Section 2-2. Alternates and Delegates.**

The Chairman of the Board of Supervisors, in addition to appointing annually two members of the Board of Supervisors to serve as member so the Finance Committee (the “Supervisor Members”), also appoints annually a member of the Board of Supervisors to serve as an alternate member of the Finance Committee in the event one of the Supervisor Members cannot or does not attend a Finance Committee meeting (the “Alternate”). At any one Finance Committee meeting, the Alternate can take the place of either Supervisor Member, but not both Supervisor Members. When attending a meeting in place of a Supervisor Member, the Alternate is for such a meeting a “Member.”

The Treasurer, the Commissioner of the Revenue, and the Finance Director may each appoint one delegate to attend meetings in his or her place (a “Delegate”). A Delegate who attends a meeting in place of his or her regular member is for such a meeting a “Member,” and the attendance of the Delegate fulfills the regular member’s attendance requirement set forth in Section 8-2 of Spotsylvania County Board of Supervisors Bylaws.

An Alternate or Delegate shall be a voting member of the Finance Committee only when serving at a regular or special meeting in the place of the Supervisor Member or regular member whom the Alternate or Delegate was appointed to replace.

### **ARTICLE 3 – OFFICERS**

**Section 3-1. No Officers.**

The Finance Committee functions without officers. The Director of Finance records the minutes of the meetings and reports to the Board of Supervisors as the Committee deems appropriate and as requested by the Board.

**ARTICLE 4 – MEETINGS**

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

The Finance Committee meets once a month at 3:30 p.m. on the Thursday of the week that falls between the first and second Board of Supervisor meetings.