



2021-2022 BUDGET COMMITTEE Rules of Procedure

Meeting Format

1. An orderly meeting requires:
 - One person speaks at a time after recognition by Chair
 - Members to share the floor
 - Listen to other members
 - Do not interrupt another who is speaking
 - Be respectful to others when speaking
 - Remain focused on the topic being discussed
 - Disagree with ideas, not the person / people
 - Avoid criticism of staff / others
 - Do not beat the topic to death – avoid too much repetition
2. The Chair should participate in the discussion after the other members have had an initial opportunity for discussion.
3. The Committee is allowed to discuss an Agenda item without the necessity of a formal motion being made by a member.
4. The Chair will recognize the City Administrator for comment and input with respect to each matter on the Committee's agenda before a final vote or other action by the Committee.

Robert's Rules of Order

The Chair will be generally guided by the Tenth Edition of Robert's Rules of Order Newly Revised for the conduct of the Committee's meetings.

Decision Making and Voting

1. Seek consensus.
2. If no consensus, seek compromise.
3. When voting, majority rules.
4. Formal vote for all actions / decisions by the Budget Committee.

Conflict of Interest

1. "Conflict of Interest" means direct or indirect pecuniary interest, which shall include pecuniary benefit to any member of the member's immediate family, to his or her employer, or to the employer of any member's immediate family. It may also include a situation where the Committee member by reason of his or her interest is placed in a situation of temptation to serve his or her own personal interest instead of the public's interest. Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by majority vote of the members present, except the member who self reported or was challenged.
2. Members should self-report a conflict of interest on a particular matter.
3. A Committee member may challenge another committee member of a possible conflict of interest.

Meeting Days/ Quorum / Agenda / Public Notice

1. Meeting days – To Be Scheduled as Needed by Committee
Notice of meetings will be posted on the Town Office Bulletin Board and normal locations at least 3 days before a regularly scheduled meeting
2. Quorum – Simple majority of members.
 - a: If unable to attend, committee members shall notify the City Administrator prior to the scheduled meeting.
3. Non-Quorum meeting – discussion only.
4. Agenda.
 - The City Recorder will prepare the agenda for each meeting and provide a copy to the City Administrator. City Recorder will provide a copy to each member prior to the start of each meeting.
 - Regular meeting agenda shall follow the following format:
 - a. Call to Order
 - b. Members present / quorum
 - c. Minutes of the previous meeting
 - d. Old Business
 - e. New Business
 - f. Next agenda items
 - g. Adjourn

RULES OF PROCEDURES ADOPTED BY THE BUDGET COMMITTEE ON March 30, 2021

Budget Committee Member