

Citizens Budget Advisory Committee
By-Laws
Adopted November 17, 1999
Re-adopted October 15, 2003; August 16, 2006; August 19, 2009;
April 17, 2013

1.0 Purpose:

The purpose of the Citizens Budget Advisory Committee is to advise the City Manager on the development, implementation and evaluation of the yearly budget presented to City Council. In addition, the committee will act as a vehicle for the exchange of information between community members, city staff and City Council.

2.0 Membership:

- 2.1 CBAC is a formal committee of City of Golden volunteers whose term of service is open ended.
- 2.2 Committee members must be residents of the City of Golden or owners of a business within the city.
- 2.3 A member becomes eligible to vote after attending at least five (5) of the previous nine (9) meetings. The five (5) meetings can bridge two (2) budget years.
- 2.4 A current roster of eligible voters will be maintained.
- 2.5 City Council members may attend as observers and participate in discussions.
- 2.6 City staff will serve in a support capacity.

3.0 Meetings:

- 3.1 Meetings will be held the third Wednesday of each month, March through October, at 7:30am. The November meeting will be held the second Wednesday at 7:30am.
- 3.2 Meetings for continuing education and/or subcommittees will be scheduled on an as needed basis.
- 3.3 CBAC meetings are open to the general public.
- 3.4 Special meetings can be called by Chair at any time.

4.0 Agenda Topics:

- 4.1 The Finance Department will set the monthly topics for discussion at CBAC meetings, with input from the CBAC members.
- 4.2 The agenda will follow the budget calendar with flexibility for addressing important issues as they arise.
- 4.3 A time will be allotted for a question answer period at the end of each guest speaker's presentation.

5.0 Officers:

- 5.1 Beginning in March 2000, the Committee will elect a Chair and Vice Chair from among the voting members who have served on the Committee for at least one (1) year.
- 5.2 Each year, the current Vice Chair will assume the position of Chair and a new Vice Chair will be elected in November.
- 5.3 In their support capacity, a member of the City staff shall serve as Secretary.

6.0 Duties and Powers of Officers:

6.1 Chair:

6.1.1 The Chair will:

- preside at all meetings of CBAC.
- welcome visitors and determine the appropriate place in the agenda for them to address the committee.
- call special meetings of CBAC in accordance with the bylaws.
- sign official documents of the Committee.

6.1.2 The Chair or his/her designee shall convey all opinions and positions taken by CBAC to City Council, the media and the community and coordinate the dissemination of such.

6.2 Vice Chair:

During the absence, disability or disqualification of the Chair, the Vice Chair will exercise or perform all duties and be subject to all responsibilities of the Chair.

6.3 Recording Secretary:

6.3.1 The Recording Secretary will:

- maintain the minutes of all CBAC meetings.
- be custodian of CBAC's records.
- inform CBAC of correspondence relating to business of the Committee and attend to such correspondence, as instructed.
- see that all documents are properly recorded.
- Will distribute, to each voting member, the agenda and relevant information approximately one week prior to each meeting.

7.0 Functions and Activities:

Members of CBAC will:

- 7.1 review and discuss the quarterly financial reports and the current year's revenue and expenditure projections.
- 7.2 advise on situations of budget exceptions including, but not limited to, shortfalls and/or overages in revenue expenditures.
- 7.3 take information learned in the meetings back into the community, and bring questions/concerns from community members to CBAC meetings for discussion.
- 7.4 participate in community outreach activities.
- 7.5 meet with City Council on an as-needed basis.
- 7.6 attend conferences, seminars, or other educational opportunities to research or gain additional knowledge pertinent to the work of the Committee.

8.0 Decision Making Process:

- 8.1 Voting will occur only at regularly scheduled meetings.
- 8.2 Votes will require the presence of a quorum. A quorum is defined as 50% of the current eligible-voting members.
- 8.3 Decisions regarding budget related issues or recommendations will be made by consensus or majority vote.

9.0 By-Laws:

- 9.1 The CBAC by-laws will be reviewed and revised as necessary every three (3) years, beginning in 2003. An *Ad Hoc* by-laws committee will be established in August to review the current by-laws and make recommendations for revision to CBAC for final approval. Final approval of by-laws will occur by the last CBAC meeting in November.
- 9.2 Modifications to the by-laws may also be made at any regular CBAC meeting. Approval of modifications are subject to the criteria set forth in Section 8.0.