



City of Arts & Innovation

# Budget Engagement Commission

**TO: HONORABLE COMMISSIONERS**                      **DATE: DECEMBER 11, 2025**

**FROM: CITY ATTORNEY'S OFFICE**                      **WARDS: ALL**

**SUBJECT: DISCUSS ARTICLE II OF THE BUDGET ENGAGEMENT COMMISSION'S  
RULES FOR THE TRANSACTION OF BUSINESS AND THE CONDUCT OF  
MEETINGS**

## **ISSUE:**

Discuss the Budget Engagement Commission's Rules for the Transaction of Business and the Conduct of Meetings (the "Bylaws"), including reference to the role of the Chair under Article VI, to determine if the Commission would like to clarify any language regarding Article II: Rules.

## **RECOMMENDATIONS:**

That the Budget Engagement Commission:

1. Discuss the Budget Engagement Commission Rules for the Transaction of Business and the Conduct of Meetings (the "Bylaws") to determine if there is a need for amendment to Article II: Rules.

## **BACKGROUND:**

Under the authority of the City's Charter, the Budget Engagement Commission is empowered to make its own rules and regulations. *See Article VIII, Section 804 of the City of Riverside Charter.*

The current version of the Budget Engagement Commission's Bylaws was issued in May of 2021, copies of which are on file with the City Clerk and made available through the Budget Engagement Commission's website.

Article II: Rules states:

These Rules shall govern. Roberts Rules of Order, Revised, may be used as a guide in the proceedings of the Commission, unless they are in conflict with these Rules, the City Charter, the City Council Rules of Procedure and Order of Business or the laws of the State of California.

Article VI: Officers and Staff Secretary of the Bylaws defines the positions and terms of the Officers of the Commission and specifically provides that: "[t]he Chair shall preside at all meetings of the Commission. The Chair is responsible for applying the Rules...."

## **DISCUSSION:**

The Budget Engagement Commission's Bylaws do not expressly incorporate the City Council Rules of Procedure and Order of Business. While Article II of the bylaws prohibits the use of Roberts Rules of Order when they are in conflict with the City Council Rules of Procedure and Order of Business (the "City Council Rules"), the determination of whether the City Council Rules govern Budget Engagement Commission Meetings is open to interpretation.

As per the Bylaws, the Chair is responsible for applying the Budget Engagement Commission's rules. As per the City Charter the Budget Engagement Commission is empowered to make its own rules. The Budget Engagement Commission is empowered to modify and/or clarify its Bylaws.

## **FISCAL IMPACT:**

There is no direct fiscal impact associated with this report.

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### Attachments

1. Budget Engagement Commission Bylaws
2. City Council Rules of Procedure and Order of Business
3. CAO Presentation