

# PROPOSED

## BUDGET ENGAGEMENT COMMISSION Riverside, California

### RULES FOR THE TRANSACTION OF BUSINESS AND THE CONDUCT OF MEETINGS

February 23, 2017

The following Rules for the Transaction of Business and the Conduct of Meetings are hereby adopted by the Budget Engagement Commission ("Commission") of the City of Riverside:

#### ARTICLE I MEETINGS

Regular meetings of the Commission shall be held quarterly on the last Thursday of the months of February, May, August, and November, at 5:00 p.m. in the Mayor's Ceremonial Room in City Hall in the City of Riverside; provided that if such day shall be a legal holiday, such meeting shall be held on the following Thursday.

#### ARTICLE II RULES

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 III SPECIAL MEETINGS

The Chair of the Commission or a majority of the members of the Commission may call a special meeting by providing written notice at least five (5) calendar days before the time of the meeting in accordance section 4.05.060 of the Riverside Municipal Code.

#### ARTICLE IV ADJOURNMENT

The Commission may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so

adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Staff Secretary of the Commission may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment.

## ARTICLE V QUORUM

Fifty percent (50%), rounded to the lower whole number where a fraction, plus one of the duly appointed Commission Members shall constitute a quorum for the transaction of business.

## ARTICLE VI OFFICERS AND STAFF SECRETARY

### 1. Positions and Terms

The Officers of the Commission shall be a Chair and a Vice-Chair, each elected from the appointed Members of the Commission at the first meeting in March of every year. Officers shall hold office until their successors are elected and qualify.

#### A. Chair

The Chair shall preside at all meetings of the Commission. The Chair is responsible for applying these Rules, including speaker time limits, fair and consistent opportunities for the public to speak pursuant to these Rules, and recognizing Members in the proper order to speak.

#### B. Vice-Chair

In the absence of the Chair, the Vice-Chair shall preside over the meeting.

#### C. In the absence of both the Chair and the Vice-Chair, the Commission shall appoint a temporary presiding officer for the meeting.

### 2. Staff Secretary

The Staff Secretary shall be appointed by the City Manager or his/her designee pursuant to Section 804 of the City Charter. The Staff Secretary shall keep a record of the transactions, findings, and determinations of the Commission in permanent volume or volumes, and shall send out notices of meetings as ordered.

### 3. Removal of Officers

The Commission may remove any officer for cause subject to the following procedure:

- A. New elections to replace one or more officers may be placed on a subsequent duly scheduled Commission agenda by a majority of Members present and voting.
- B. Following discussion of the agenized item to removed one or more officers, a vote shall be taken and said office(s) shall be designated as vacant upon affirmative vote of a majority of the Members present and voting.
- C. Immediately upon designating a vacancy in any office, a new officer(s) shall be elected to complete the term of office.

## ARTICLE VII MEETING PROCEDURES

The following procedures shall govern meetings before the Commission:

### 1. MINUTES

Minutes of all meetings shall be made and duly preserved, a copy of which shall be available in accordance with current City policy.

### 2. MEETING FORMAT

Meetings shall be conducted in accordance with the following format:

- A. The Chair shall identify the item from the agenda.
- B. The City staff report shall be presented.
- C. Following the staff presentation, the chair shall ask for public comments on each. Public comment shall be limited to three (3) minutes per speaker on each item. No additional public comment shall be taken on an item after the public comment has ended.
- D. Following public comments, the Commission may then ask questions of the staff, debate the issues, make comments, and discuss the item. The Commission shall take action providing its recommendation on an item which can include approval, modification or denial. All actions of the Commission are recommendations to the City Council.

## ARTICLE VIII VOTING

Voting on an item shall be with a yea, nay or abstention. All abstentions shall be recorded as present and not voting.

## ARTICLE IX SUSPENSION OF THE RULES

Any provision of these Rules not governed by the City Charter or laws of the State of California may be temporarily suspended by a two-thirds vote of the Members present and voting. The vote on any suspension shall be taken and entered upon the record of the Commission.

## ARTICLE X CONFLICT OF INTEREST

Any member abstaining from voting on any item due to a conflict of interest shall announce said conflict and the reason for the conflict preceding or immediately following the reading of the description of the item by the Chair and will be required to leave the dais until the completion of consideration of the item, including the vote. Commission members are required to abstain from any vote that will have a conflict of interest or an appearance of conflict of interest on each agenda item.

The City Attorney should be consulted prior to the meeting if there is a question of whether or not a conflict exists.

## ARTICLE XI ATTENDANCE GUIDELINES

In the event that any member of the Commission is absent without excuse for three (3) consecutive meetings, or absent, regardless of excuse, for more than 50% of the meetings in one 6-month period, unless by permission of the Commission, the office shall become vacant and shall be so declared by the City Council.

## ARTICLE XII REVISION AND ANNUAL REVIEW OF RULES

These Rules may be amended by a two-thirds vote of the membership of the Commission present and voting. The amended Rules shall be filed with the Staff Secretary.

These Rules shall be reviewed and adjustments made as needed.

ARTICLE XIII  
MEMBERS ADDRESSING CITY COUNCIL

Commission Member(s) shall notify the Chair when they intend to address the City Council on any issue over which the Commission has or will exercise jurisdiction, even if such testimony is to be given as a private citizen.

ARTICLE XIV  
STAFF PRESENT

The Chief Financial Officer and the Budget Manager or their designees, shall be present at all Commission meetings and participate in discussions of the Commissions but shall not have a vote.

ARTICLE XV  
CODE OF ETHICS

Members shall be subject to all applicable local, state and federal laws and codes of ethics adopted by the City Council.