BUDGET ENGAGEMENT COMMISSION
Riverside, California

RULES FOR THE TRANSACTION OF BUSINESS AND THE CONDUCT OF MEETINGS

June 2024

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 on the second Thursday of each month at 5:00 p.m. at 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. Meetings may be canceled each month by or with the concurrence of the commission chair due to a lack of agenda items. In the case of a pandemic, or other unforeseen events, such meetings be held virtually via Microsoft Teams, Zoom or other chosen application or in a hybrid setting with individual Commissioners attending the meeting either in person or virtually.

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 at any time. The agenda for a special meeting shall be posted and published at least five (5) calendar days before the time of the meeting in accordance with section 4.05.060 of the Riverside Municipal Code. The complete reasons, subject matter, and agenda for the special meeting should be provided to the Chair, or in the Chair's absence, to the Vice-Chair, for consideration, confirmation, and approval at least five (5) days prior to the posting of the agenda, if practicable. The special notice should clearly identify the reasons and agenda items for the special meeting. The special meeting shall only occur on a business day.

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.

ARTICLEV
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. Elections shall be conducted as specified in Article XVII.

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 remove 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. The meeting minutes shall be distributed via email to the Chair, Vice-Chair, and Commissioners for review along with the agenda for the next meeting, as well as made available on the City's website.

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 comment. 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 comment, 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 excusal by a vote of the Commission for three (3) consecutive meetings, or absent, regardless of excuse, for more than one-third (1/3) of the meetings in a calendar year the City Council shall review the Commissioner's status.

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 annually, and adjustments made as needed.

ARTICLE XIII
MEMBERS ADDRESSING CITY COUNCIL AND OTHER PARTIES

Commission Member(s) shall notify the Chair prior to addressing the City Council, or any other group in meetings or events, related to any topic or on any issue over which the Commission has or will exercise jurisdiction. Any such communication must specifically clarify their opinion is strictly theirs as a resident or business owner, and does not represent that of the City, Council, the Budget Engagement Commission, or its officers.

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.

ARTICLE XVI
AD HOC COMMITTEES

The Commission, upon a vote of a majority of the Commissioners present, may create an ad hoc committee to meet and a specific issue. The ad hoc committee shall be composed of less than a quorum of the members, be for a limited or single purpose and will terminate upon the completion of the specific purpose. In no event shall the ad hoc committee last for no more than a year.

ARTICLE XVII
ELECTIONS

Annual elections will be held in the first meeting in March for the Chairperson (Chair) and Vice-Chairperson (Vice-Chair) positions. The election shall be the first item on the meeting agenda. If a March meeting is not held for any reason, the election will take place at the next regular or special meeting. Motions will first be made for the Chair position. Votes will be accepted only from commissioners present at the meeting. If multiple commissioners are nominated and seconded, a vote will be held. The nominee receiving the most votes will be elected as the Chair. If the vote results in a tie between the top two (2) nominees, and one is the incumbent chair, the incumbent Chair is re-elected. If the incumbent Chair is not in the top two (2) nominees, the departing incumbent Chair will break the tie and make the appointment. After election of the Chair, the Vice-Chair voting shall follow the same process, with the exception of the tie breaker. If a tie vote exists with the top two (2) Vice-Chair nominees, the newly elected Chair will select the nominee to serve as the Vice-Chair.