

Budget Committee Policies and Procedures (January 2020)

1. Our Mission/Charge: To assist Neighborhood councils financially through the budget process and by doing so to support and develop themselves to better serve their neighborhoods.

2. Duties:

a. The fundamental responsibility of the Committee is to encourage and assist the Neighborhoods in applying to the Office of Neighborhood Services (ONS) for Engagement Grant funds allocated by the City Council for neighborhood use in building capacity and participation in Neighborhood activities. Final approval for specific uses of individual neighborhood funds is decided by the ONS. Members of the Committee shall keep in contact with their assigned neighborhoods to encourage completing applications and spending their approved allocations.

b. The Committee encourages independent neighborhood funding, in addition to the ONS grants of all Neighborhood Council activities. However, the Budget Committee shall not be responsible for independently funded programs wholly generated within a neighborhood.

c. Each neighborhood shall be assigned to a Committee member as liaison. Each Committee member shall be assigned no fewer than five neighborhoods, unless the Committee has more than five members. Support shall include monitoring the budget-related activities of each neighborhood. Each neighborhood shall be instructed to assign a single individual as a contact point for all grant communications.

d. The Committee shall design and revise the Application and Budget Calendar as needed.

e. The Committee shall review and advise on the preparation of the "Neighborhood Council & Community Assembly Grant Program Guidelines," and provide training as needed.

f. All applications for funding shall be sent to the ONS. ONS will forward the applications to the chair for distribution to the committee before the next monthly meeting. Final and formal approval or rejection or modification of a planned expenditure and all applications shall not reside with this Committee, but rather with the Office of Neighborhood Services.

g. At an appropriate time, the Committee shall prepare a set of goals for the following year and share those goals with the CA.

3. Membership and Decision-Making Process:

The Committee shall maintain a minimum of three members who are members of different Neighborhood Councils. Membership of committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to Community Assembly Representatives and Alternates. Each member shall have one vote.

If possible, the Committee will have at least five members, each representing a different neighborhood. Proxies are not allowed -- members must be present to vote. A majority of the members shall constitute a quorum. Consensus is not required for action in the Committee -- a simple majority is sufficient for action. For actions resulting in a tie with no abstentions (if only four members are present), the vote of the fifth member shall be solicited by phone. If an abstention or other event (such as a resignation and unfilled position) results in a tie, the unresolved action shall be taken to the next CA meeting for action.

Actions taken between meetings shall be kept to a minimum; however, for actions required to be taken between scheduled meetings, an effort shall be made by the Chair to contact all members and achieve a majority. Any interim actions shall be ratified at the next meeting and included in the minutes.

4. Officers and Terms:

Two officers shall be determined by vote or consensus or appointment by the Chair. These shall be Chair and Secretary.

Duties of the Secretary shall be to take notes at meetings and send the minutes to the Chair, so that committee members have them before the next meeting, in time to review. Also, the Secretary shall send a draft copy of the Minutes to the ONS for inclusion in the next CA meeting packet. The Secretary shall keep a copy of all meeting minutes.

Duties of the Chair shall be to review and certify all distributions, working closely with the ONS and the assigned oversight liaisons. Additional duties of the Chair consist of sending out the agenda and submitted minutes for each meeting in a timely manner and managing the meetings and other administrative duties. Elections of officers shall occur annually in December for terms beginning the following year. The term of office as a member of the Committee shall be two years, with a maximum of two consecutive terms. Terms shall be staggered which means that two of the five membership terms shall expire one year after the inception of the Committee in January, 2016, thereby assuring that at least two members from the previous year are present at the beginning of each year.

5. Meeting Schedule:

The Committee shall meet monthly on the 4th Monday, 6:30pm at Fire Station #4, or as needed, but no fewer than three times per year.

6. Reports:

Written reports: The Secretary shall provide to the ONS (as detailed above), and to the members of this Committee, the minutes from the most recent meeting within one week.

A report limited to the account status of each individual neighborhood will be sent to the Chair of that neighborhood, monthly by the committee member having oversight for that neighborhood.

A yearly summary of the budget committee activities, along with the goals for the coming year will be submitted to the Community Assembly in December.

Oral reports: The Committee shall approve presentations and presenters reporting on behalf of the Committee to the CA or other forum.

7. ONS Staff Support: As Assigned