

## Citizen Budget Review Committee

### Article I – Purpose

It is the intent of the Board of Supervisors to cause to be established a committee of seven citizens for the purpose of independent analysis of budget and financial issues, and to provide input regarding that analysis to the Board of Supervisors.

### Article II – Mission Statement

The mission of the Citizen Budget Review Committee is to review the County Administrator's Recommended Budget and the School Superintendent's Recommended Budget to ensure citizen priorities are met in the most cost effective manner. The Committee will make recommendations on spending County funds wisely and efficiently, and to report the Committee's findings to the Board of Supervisors. In addition, the committee shall research and analyze financial issues that arise during the fiscal year, as directed by the Board, and report results to the Board.

### Article III – Organization

Appointments to the committee shall be for a term of four (4) years, subject to the member meeting all requirements established by the Board of Supervisors and the By-Laws of the Committee. The committee member shall serve at the pleasure of the Supervisor. Alternates shall not vote unless and until serving in place of the member whom the alternate was appointed to replace.

At beginning of the term of a Supervisor, and at the first regular meeting of the Board of Supervisors, with the approval of the other Supervisors, that Supervisor shall appoint ~~one~~ member and one alternate to the Citizen Budget Review Committee. Thereby, the term of the committee member and alternate shall coincide with the Supervisor's term.

Members of the committee should be citizens with prior expertise in public or private sector budgeting, ~~who are not past or current employees with Spotsylvania County or Spotsylvania Public Schools~~. Citizens should represent a cross-section of communities of interest within the county (i.e. suburban, rural, business, etc.).

Officers of the committee shall consist of a Chairman, Vice Chairman, and Secretary, to be elected by the members of the committee at the beginning of each new budget cycle. Secretary shall take minutes and submit the minutes to the Chair for approval by the committee prior to publication on the County website. The officers shall be elected by the committee from the members of the committee.

The committee shall receive support from any county and school staff as needed to perform the duties of the committee. The committee shall work through designated points of contact in each organization.

The County shall make available meeting space within existing County operational locations based on the expected frequency of meetings as determined by the committee.

#### Article IV – By-Laws

The committee shall establish by-laws governing the operation of the committee. These by-laws shall establish procedures for election of officers, conduct of meetings, procedures for reporting results, and performance requirements of members.

Members are expected to attend all meetings. Absence by an officer from two meetings is sufficient to result in reconsideration of continuation in that officer position as determined by action of the committee. Absence of committee members from three or more meetings is sufficient for the Chairman to recommend removal of member by the Board of Supervisors.

#### Article V – Outcomes

The Citizen Budget Review Committee shall review the County Administrator's Recommended Budget and School Superintendent's Recommended Budget in order to provide a report of specific actions or strategies that the Board of Supervisors could take to achieve the goals established above. Reports of progress shall be presented to the Board at least monthly during a regularly scheduled Board of Supervisor's meeting. A final budget review report shall be delivered to the Board at least one week prior to the scheduled adoption of the County Budget. This report shall summarize the results of its analysis and proposed budget adjustments, if any. This will allow the Board and County staff to determine which actions and strategies should be incorporated into the Adopted County Budget. The Committee may also be asked to examine other government financial policy questions as referred by the Board of Supervisors.