

**CITIZENS' ADVISORY BUDGET COMMITTEE
MISSION STATEMENT**

The mission of the Citizens' Advisory Budget Committee (CABC) is to study all phases of the budget of the City of Aurora and to make recommendations to City Council in regard to any and all budget matters.

CITIZENS' ADVISORY BUDGET COMMITTEE (CABC) RULES AND REGULATIONS

1. Election of Chair, Vice-Chair, and Recording Secretary shall be accomplished as prescribed in these rules and regulations. These three (3) officers shall constitute the Executive Committee. Should any officer resign or be unable to carry out his/her duties, an election shall be held within two regularly scheduled meetings for purposes of filling the vacancy. If the position of Chair is vacant, the Vice-Chair will be the temporary Chair until an election for Chair can be held. If all three officer positions become vacant, the member having served the longest on the CABC will serve as temporary chair until an Executive Committee can be elected. If the regular December meeting is less than 60 days from the date of vacancy, a special election need not be held.

The executive committee shall be voting members of the CABC. Members of the executive committee are encouraged to interact with other committees and city entities. One member of the executive committee shall be a member of each subcommittee with the exception of the nominating committee.

2. Duties of the Executive Committee: The Chair will conduct meetings of the CABC, the Vice Chair will serve as Chair in the absence of the Chair, and the Recording Secretary will take the roll and keep the minutes. The three members of the Executive Committee, with a representative of the Budget Office, will conduct a regular business meeting and set the agenda for the upcoming regularly scheduled meeting.
3. A motion for removal from office may be initiated against any or all of the officers. The motion to remove must have a second and may be discussed at that same meeting, but no vote may be taken then. The vote on a motion to remove will be taken at the next regularly scheduled meeting, with a special written notice sent to all committee members advising them of the removal vote.

The Budget Office Staff will conduct the removal vote and it shall be the first item of business at the meeting. A 3/4 majority vote of the membership appointed to the CABC is required to remove an officer; a separate vote is required for each officer to be removed. If all three officers are removed, the meeting is then immediately adjourned and the vacancy rules in Section 1 above will apply. If any officer is removed, the entire City Council will be notified by the Budget Office within 24 hours.

4. A nominating committee will be comprised of volunteers solicited by the Chair at the regularly scheduled meeting in December each year. All those volunteering will serve as the nominating committee, providing that there are at least three. Should three people not volunteer, the Chair will appoint sufficient persons to make a committee of three. The nominating committee will select a spokesperson who will present the ballot to the members of CABC. No member of the Executive Committee shall be a member of the nominating committee. The slate of candidates will be included with the agenda for the

January meeting. At the regularly scheduled meeting in January the election of officers will take place. Nominations may be made from the floor at this time. No second is required for nominations from the floor per Robert's Rules of Order. The election will be by written ballot, an electronic message to the Budget Office if a member is participating by conference call, or by other electronic means approved by a majority of the Executive Committee prior to the regularly scheduled January meeting. A nominee is elected upon receiving votes of a majority of those members participating in the meeting. If a majority is not won on the first ballot, a run-off between the two nominees receiving the largest number of votes shall be held immediately thereafter. Those elected will assume office immediately.

5. Robert's Rule of Order will be observed as the means of conducting any business that comes before the CABC.¹
6. A majority of the members appointed shall constitute a quorum. The Secretary, at the beginning of each meeting, shall announce if quorum has been met after taking the roll. A quorum established at the beginning of the meeting constitutes a quorum for the duration of the meeting, and all vote thresholds shall be based upon said quorum for the duration of the meeting (i.e., a quorum of 20 members is established making 11 votes the requirement for a majority. If three members leave before the end of the meeting, a majority vote of 11 votes is still required for the duration of that meeting). A quorum is required for any items to be put to a vote. Any disputes about quorum shall be decided by referring to these rules, or in the case of ambiguity in said rules, a vote by each member of the executive committee. A quorum is required for any items to be put to a vote.
7. Formal reports to the Council shall be made in accordance with Section 2-629² of the City Code or as otherwise required and must be approved by a majority of those present. Unsolicited reports to City Council shall be made by the Chair with the approval of a majority of the CABC membership.
8. The regularly scheduled meetings of the CABC will be at 6:30 PM the first Tuesday of each month. Special meetings may be called, or the date and/or time of any month's regularly scheduled meeting may be changed, providing that the schedule change is approved by the majority of CABC members present at a regular meeting.

¹ The most current edition of Robert's Rules of Order shall be utilized.

² Sec. 2-629. - Reports

(a) The citizen's advisory budget committee shall issue a formal report for each budget cycle to coincide with the council's schedule for approval of that budget. Other reports to the council shall be made as are requested of them from time to time by a majority of the council. The committee shall in its discretion be authorized to prepare and issue a report requested by an individual councilmember. Upon a majority vote of the entire committee, the committee shall be authorized to prepare and issue an unsolicited report to the council.

(b) All reports or recommendations made by the citizen's advisory budget committee shall be advisory only to the council and shall be presented by the chairperson of the committee and shall consist of a majority report. Whenever the report is approved by less than two-thirds of the members of the committee, a minority report may also be submitted (*Code 1979, § 8-97*)

Members will be notified of any meetings by email unless a member requests notification by letter, with special notice of any changes in time, date, or location of any meetings, as soon as is possible, by the Chair. All meetings will be concluded by 9:00 PM; unless a majority of members present agree to an extension.

9. Arrangements for meetings, space, clerical help, records, and other general assistance will be made with the City Manager or designee, as set forth in Section 2-628³ of the City Code.
10. Committee members retain all their rights to freedom of speech granted them under the federal constitution and the bill of rights. Nevertheless, when a committee member speaks to a member of the public, the committee member should be careful to emphasize the fact that the committee member is expressing his or her own views, unless the committee has formally, as a body, adopted a position on the issue being discussed.
11. It is expected that all members will satisfactorily participate on the CABC either in person or by conference call. Satisfactory participation is defined as all of the following:
 - Participation on at least one budget subcommittee per budget cycle. Attending subcommittee meetings, involvement in subcommittee recommendations and reports.
 - Having no more than two unexcused absences in a 12-month period. An excused absence is defined as notifying a member of the executive committee or budget office staff in advance (no later than close of business on the meeting date) of being unable to attend a regularly scheduled CABC meeting.
 - Conduct in accordance with the rules and regulations of this committee.

Unsatisfactory participation shall result in the following:

- After any unexcused absence, a courtesy call will take place to find out why the member was absent. After the third unexcused absence occurs, the CABC Secretary shall send written notification to the Council Member who appointed the member regarding their appointee's unsatisfactory performance.
12. CABC members, when choosing Subcommittees and voting on recommendations to Council, should be aware that the appearance of a conflict of interest could compromise the integrity of CABC recommendations and should recuse themselves.
 13. When a member resigns from the CABC, a resignation is official when it is received by

³ Sec. 2-628. - Assistance from city manager.

The city manager shall provide such records, information, supplies, clerical help, budget data, meeting space and other general assistance as is requested by the chairperson of the citizen's advisory budget committee, provided such request shall be reasonable both as to extent and content so as not to place an undue burden upon the administration of the city. (Code 1979, § 8-96)

the Budget Office, city clerk's office, executive committee member or their appointer via letter or email. Resigning members are strongly encouraged to consider completion of current workplan prior to resignation.

14. The CABC may make such other rules, regulations, or changes thereto as deemed necessary. All rule and regulation changes are to be approved (by motion or resolution) by Council per Section 2-627⁴. These rules and regulations shall be reviewed annually by the CABC.
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⁴ Sec. 2-267. – Organization

The election of new officers, including a chairperson, vice-chairperson and recording secretary, will be held in accordance with the rules as adopted by the citizens' advisory budget committee. The committee shall also promulgate rules and regulations governing the conduct of its business, which rules and regulations shall become effective upon approval by the council. Should any officer either resign or be unable to carry out his or her duties, an election shall be held in accordance with the rules and regulations. (*Code 1979, § 8-95*)