

UMPQUA PUBLIC TRANSPORTATION DISTRICT
Budget Committee Bylaws
Adopted: March 17, 2025

ADVISORY COMMITTEE NAME

Umpqua Public Transportation Budget Committee.

This document has been prepared to guide the role and operation of the Umpqua Public Transportation District Budget Committee. This document has been reviewed and adopted by the Board of Directors of the Umpqua Public Transportation District (UPTD).

PURPOSE OF THE BUDGET COMMITTEE

The Umpqua Public Transportation District Board of Directors has established the Budget Committee to review and approve the operating and capital budget proposed by UPTD's budget officer (ORS 294.331).

GOVERNANCE PROCEDURES

The Budget Committee will comply with Oregon's Public Meetings Law, Public Records Law, Local Budget Law, and all applicable governance procedures set forth in the UPTD Fiscal Policy.

COMMITTEE MEMBERSHIP

The Current members of the Budget Committee have been approved by the UPTD Board of Directors by Board Consensus. Knowledge of general finance and an understanding of the business operated by the District are helpful, but not absolutely necessary since information is presented in a manner consistent with basic accounting principles. It is expected that members of the Budget Committee will develop a general understanding of the budget process and the programs or funds included in the budget document.

Number of members:

The UPTD Budget Committee shall include a minimum of four (4) members and shall consist of members of the local governing body and an equal number of citizen members, appointed by the governing body, who live within the UPTD service area. All members of the Committee have equal authority.

Appointment process:

The UPTD Budget Committee appointment process shall consist of an application process when a vacant Interested Parties position is available. The Budget Committee

application is available and posted online on the District's website. Once application is completed it shall be submitted to the General Manager, or to the designee, prior to the following Regular Board meeting for agenda scheduling and Board of Directors packet disbursement for review and consideration for potential appointment selection.

Terms of Service:

UPTD Board members shall serve on the Budget Committee throughout the duration of their UPTD Board appointment term. Appointed Budget Committee members shall serve for three (3) year, staggered terms, with the member's term beginning at the time of appointment. Appointed Committee members may be reappointed for additional terms, at the discretion of the UPTD Board of Directors.

Vacancies:

If a vacancy is created because an appointed Budget Committee member is unable to complete the term, or resigns before the term is over, the UPTD Board of Directors will appoint another member to the Budget Committee.

Officers:

The Budget Committee shall choose from among its members, by majority vote of the members, a Chair and Vice Chair to serve one (1) year term. Terms of office shall begin on the first day of January, or at the first yearly scheduled Budget Committee Meeting, and end on the last day of December each year.

The Chair, and in the Chair's absence, the Vice Chair, shall preside at the Committee meetings. The Chair may not initiate a motion, but may second motions and participate in discussion and debate.

In the event of the absence of the Chair, or of the Chair's inability to perform any of the duties of the Chair, the Vice Chair shall perform such duties that are conferred on the Chair.

MEETINGS

The UPTD Budget Committee will comply with Oregon's Public Meetings Law, Public Records Law, Local Budget Law.

Quorum Requirements:

A quorum of Budget Committee members is a majority of the Budget Committee members, even if a member is absent or a position is vacant.

Meeting Times:

The Budget Committee will meet on an as-needed basis. However, the Budget Committee will meet at least once in the fourth quarter of the fiscal year to review and approve the proposed budget, prior to the UPTD Board of Directors' adoption of the annual budget.

The Budget Committee will respect the scheduled starting and ending times for meetings. The Vice Chair will assist the Chair with keeping on schedule.

Attendance:

All Budget Committee members are expected to regularly attend Budget Committee meetings and be fully engaged with minimal distraction (from cell phones, etc.) at regularly scheduled Budget Committee meetings, unless prevented by illness or unavoidable cause.

If a Budget Committee member is unable to attend a meeting in person, there is an option to attend telephonically or via Zoom. A Budget Committee meeting can also be held remotely via Zoom, without any members having to physically attend, so long as all the requirements of the Public Meetings Law are still followed (notice, recording, and a location for the public to attend and listen).

Meeting Preparation:

All Budget Committee members should prepare for Budget Committee meetings by reading the materials ahead of the meeting. Budget packet materials will be provided at least five (5) days before the scheduled Budget Committee meeting.

Budget Committee Meeting Discussion:

Budget Committee discussions should be thorough yet concise and pertinent to the issues on the agenda. Any questions can be submitted to the General Manager and Finance Manager in advance, to save time during the meeting and ensure effective and efficient use of the Budget Committee's time.

Public Participation:

In accordance with Local Budget Law, all meetings of the Budget Committee shall be open to the public. The Budget Committee must hold at least one meeting in which the public may ask questions and comment on the budget. Public testimony will typically be limited to a total of 5 minutes. At the 3-minute mark, the Chair will remind the speaker there are only 2 minutes left. The time is adjustable at the discretion of the Chair and Board of Directors.

Minutes:

Minutes of each meeting are kept and maintained as part of and adhere to public record of the Budget Committee meetings.

VOTING RULES

UPTD Budget Committee members are expected to cast a vote on all matters except when a conflict of interest arises.

Voting Requirements:

Any action by the budget committee requires the approval vote by a majority of the entire Budget Committee (eight of fourteen) members. Even if only nine members attend the meeting, eight must vote favorably to pass the motion.

CODE OF ETHICS AND CONFLICT OF INTEREST

Each UPTD Budget Committee member is governed by and should be familiar with Oregon's Government Ethics Law and the Federal Transit Administration Circular 4220. IF regarding conflicts of interest. If a Budget Committee member believes they may have any actual, potential, or perceived conflict of interest, that concern should be communicated to the General Manager in advance of the Budget Committee meeting so that they may consult with Legal Counsel regarding the conflict of interest.

AMENDMENTS

The Budget Committee shall maintain written bylaws that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public meeting requirements and engagement processes.

Amendments to these bylaws may be initiated by any committee member. A proposed amendment shall be recommended to the Umpqua Public Transportation District Board of Directors when an affirmative vote of the Budget Committee is cast.

These Bylaws, as adopted by the UPTD Board of Directors, may be revised or amended at any regular or special meeting of the Board by a vote of the majority of the whole membership of the Board.

Decisions on amendment of the bylaws shall be made by the Board of Directors.

Adopted 4/10/2023

Rev. 3/17/2025