

## **BYLAWS**

### **BUDGET COMMITTEE**

#### **ARTICLE I** **AUTHORITY AND OBJECTIVE**

- SECTION 1. The Official Municipal Code of the City of Jackson, TN, Title 2, Chapter 8, Section 2-802, creates and establishes for the City of Jackson a board to be known as the “Budget Committee”.
- SECTION 2. The Budget Committee shall function in an advisory capacity to provide policy, procedural, and other financial recommendations to the Mayor and City Council on Budgetary matters striving to further fiscal responsibilities and efficiency in the achievement of the shared goals and objectives of the citizens.

#### **ARTICLE II** **MEMBERS**

- SECTION 1. The Budget Committee shall be composed of seven (7) members. Two (2) of the members shall be of the Council selected by the Council, and five (5) remaining “at large” members shall be elected by a majority vote of the Council upon recommendation by the Mayor and shall be required to be residents of the City. No current employee of the City shall be appointed to serve on the Committee, former employees must be two (2) years removed from employment prior to appointment. “At Large” members shall be initially appointed as follows and thereafter to serve four (4) year terms:
- (1) Two (2) members for two (2) year terms.
  - (2) Two (2) members for three (3) year terms.
  - (3) One (1) member for a four (4) year term.
- SECTION 2. Vacancies shall be filled for an unexpired term in the manner in which original appointments are required to be made. Continued absences of any member from regular meeting of the Committee shall, at the discretion of the Mayor, render any such member liable to immediate removal. Members shall serve without compensation. Members may serve a maximum of two (2) consecutive terms, and are not eligible for reappointment for 2 years after their second term has ended.

**ARTICLE III**  
**ORGANIZATION**

- SECTION 1. The Committee shall elect its chairman from among its members. The term of the chairman shall be one (1) year with eligibility for reelection. The Committee shall adopt rules of procedure and shall ensure meetings are recorded and open to the public. The Committee shall also appoint a member to address the Council with its recommendations and regular updates.
- SECTION 2. A **Chairman** shall preside at all meetings and hearings of the board with all duties and powers normally conferred by parliamentary usage on such officer. He/She shall have the power to appoint committees, call special meetings and perform such other duties as may be ordered by the board; he/she shall have the privilege of discussing all matters before the board and to vote thereon.
- SECTION 3. A **Secretary**: The City Council secretary shall be the Secretary for the board. He/She shall keep the minutes and records of the board; prepare the agenda of regular and special meetings, arrange proper and legal notice of hearings, attend to correspondence of the board and other duties as prescribed by the board.

**ARTICLE IV**  
**POWER AND DUTIES**

- SECTION 1. The Committee may appoint such employees and staff as it deems necessary for its work and may contract with consultants for such services that it may require. The expenditures of the committee shall be within the amounts appropriated by the Council. The Committee shall be provided with contractual, operational, capital, debt, and other financial information as it may deem necessary for its work, and such information shall not be unreasonably withheld. The Committee shall advise on the city budget process and facilitate the production of a publicly available budget document outlining the city's goals, objectives, policies, financial summaries, capital projects, departmental summaries, personnel schedules, approved budget ordinance and other pertinent information.