

**BY-LAWS OF THE  
GLENN COUNTY BOARD OF SUPERVISORS  
BUDGET AND FINANCE COMMITTEE**

**ARTICLE I            BY-LAWS**

The Glenn County Board of Supervisors Budget and Finance Committee through these By-laws has been empowered to govern its internal operation.

**ARTICLE II            PURPOSE**

It is the role of the Glenn County Board of Supervisors Budget and Finance Committee to review and provide guidance on the County budget, and in this capacity to bring those items of significant impact thereto to the attention of the full Board of Supervisors for appropriate consideration and action as warranted.

The Glenn County Board of Supervisors Budget and Finance Committee is furthermore organized for the purpose of:

Providing a forum for review of the county organization, budget, management, and data processing services.

To foster open communications regarding budget and finance practices in the County to encourage and support cooperation between the Department Heads and the Board of Supervisors.

To review, analyze, and provide recommendations to the Board of Supervisors on specific action items assigned by the full Board.

**ARTICLE III        COMMITTEE RESPONSIBILITIES**

In adherence to the role defined herein it shall be the responsibility of the Glenn County Board of Supervisors Budget and Finance Committee to:

- A.        Receive and review quarterly financial reports provided by the County Administrative Officer or Director of Finance;
- B.        Conduct inquiries into specific budget problem areas as they arise, bringing those of policy nature to the attention of the full Board;
- C.        Advise and assist the County Administrative Officer or Director of Finance in the following areas:
  - i.        Development of budget priorities
  - ii.       Review Mid-Year Budget Status Report
  - iii.      Review Annual Budget Schedules
  - iv.      Budget Format
  - v.        Implementing Glenn County Strategic Plan
- D.        Review Board of Supervisors budget request.

#### **ARTICLE IV     OFFICERS and MEMBERSHIP**

The officers and members of the Glenn County Board of Supervisors Budget and Finance Committee shall consist of two members of the Board of Supervisors appointed by the full Board.

Any official action taken by the Glenn County Board of Supervisors Budget and Finance Committee shall be upon consensus of the members in attendance of regular or special meetings.

#### **ARTICLE V     MEETINGS**

A.     Regular Meetings

There shall be quarterly meetings of the Glenn County Board of Supervisors Budget and Finance Committee to be held regularly on the fourth Wednesday of months October, January, April, and July, or if deemed necessary, an alternate day may be chosen by consensus of the Committee.

B.     Special Meetings

Special Meetings may be called, and held, at the time and place designated.

#### **ARTICLE VI     NOTICE OF MEETINGS**

Notices of all meetings shall be prepared by the Clerk of the Board in conformance with the California State law governing public meeting notices.

#### **ARTICLE VII    AMENDMENTS**

These By-Laws may be repealed or amended by majority vote of the full Board at any regular meeting.

The foregoing By-Laws were adopted pursuant to minute order     9     of the Board of Supervisors of Glenn County October 18, 2016.