



Proposed Committee on Finance, Personnel and Audit Operating Procedures

The proposal to restructure the Committees on Finance and Audit and Personnel of the County Board – by combining them into one Committee on Finance, Personnel and Audit of nine members, led by two Co-Chairpersons – is intended to streamline the County Board legislative process while still allowing for full review and participation by its members. The following are proposed general operating procedures for the proposed committee once established, to assure the smooth, thorough flow of legislative business on the Finance, Personnel and Audit Committee only.

1. The Co-Chairpersons will take turns chairing regularly scheduled meetings of the Committee. If there are intervening special meetings of the Committee scheduled, the Co-Chairpersons will determine who chairs those meetings.
2. Agendas and materials for the Committee will be made available for Committee members at least five days prior to the meeting date.
3. Committee members will be encouraged to raise questions and issues to department heads and other County officials ahead of time, so as not to take up unnecessary Committee time. This is not to discourage asking questions of department heads in a public forum when necessary, but to reduce fact finding that can be addressed outside the Committee process. (Early receipt of Committee agendas and materials should facilitate this process.)
4. Committee agendas will include a standard notice that submission of written testimony from department heads, other officials, and members of the public on scheduled items is encouraged to streamline meetings of the Committee.
5. Anyone making verbal presentations to the Committee – including department heads, other officials, Supervisors or members of the public – may have a brief time limit (e.g. 2-3 minutes) to make presentations (excluding questions and answers from Committee members), at the discretion of the Co-Chairs. The Co-Chairs will be cognizant of the public's willingness to share their opinions with the body and recognize that the general public may require more time to make their points than department heads.
6. Committee meetings will have designated lunch periods so that Supervisors and staff can have a break.
7. Major sections of Committee agendas (such as Supervisor resolutions, financial issues, personnel issues, Comptroller/Audit issues) will have approximate times that they will be considered. Best efforts will be made to adhere to the timeline so that all Committee participants will have a better idea when matters will be heard.