



**Citizens Capital Budget Advisory Committee
Current Charge**

1. The Committee will be focused on the charge given by the Board of County Commissioners:
 - *To review and develop capital standards across all functional areas as an indicator for determining the capital need for the Capital Improvement Program;*
 - *Ensure capital standards are based on national, state, community or best practice standards in a particular functional area (e.g., parks, schools, community colleges, government facilities, law enforcement facilities and etc.);*
 - *Seek input from the County departments and business partners on capital standards;*
 - *Recommend a set of capital standards to the County Manager and for approval by the BOCC;*
 - *Determine whether requested capital projects meet standards;*
 - *Report annually to Board of County Commissioners on progress of meeting capital standards;*
 - *The Chair and Vice Chair are required to meet periodically with the Office of Management and Budget, Budget and Management Director or designee to report on the activities of the CCBAC.*
2. A quorum must be present for an official meeting of the Committee and for official action to be taken. Decisions of the Committee are determined by a majority vote of the members present.
3. A chair and vice chair will be elected by members.
4. The Chairman may appoint subcommittees to work on specific tasks and reviews. These sub-committees will present information and recommendations to the Committee. The work of the subcommittees is considered “work in process” until official action is taken by the Committee.
5. The Chairman will approve the agenda for distribution to members. (When meeting on a monthly schedule, approval will occur one week before the scheduled meeting date. When meeting on a more frequent basis, approval will occur three business days before the scheduled meeting.) Items may be placed on the agenda by any member of the Committee in advance of a meeting by requesting such at a previous meeting of the Committee or by contacting the Chairman at least one day prior to the day of approving the agenda for distribution. In order to add an item to the agenda during a meeting, all Committee members present must vote in favor of adding the item.
5. All meetings of the Committee are open to the public.
6. The Chairman or his/her designee shall serve as the official spokesperson of the Committee. In doing so, the Chairman will convey official actions taken by the Committee and may discuss the different viewpoints and concerns of the membership relating to these actions. Members of the Committee are to refer the media to the Chairman for this information.

7. County staff is assigned to the Committee and its subcommittees to provide information and administrative support for the Committee's charge. Requests for information and support should be made to the assigned staff, preferably during meetings, rather than to individual County departments or other agencies participating in the County's capital program.
8. It is appropriate for a member of the Committee to be excused where that member recognizes a conflict of interest between his own interest and the interest of the County. It is suggested that, if in doubt, the member should be excused. It is also appropriate for a Committee member to be excused if he or she was not present for the discussion or dissemination of information in reference to the vote.

Revised August 20, 2002

Revised October 3, 2011