



## MECKLENBURG COUNTY North Carolina

### Citizens Capital Budget Advisory Committee

1. The Committee will be focused on the charge given by the Board of County Commissioners:

- To receive and review information related to capital projects as part of the annual Capital Improvement Plan development process. This review shall not include projects related to Charlotte Mecklenburg Schools forms and quarterly capital project reports;
- Review each agency's capital planning and needs development processes including the opportunities afforded for the receipt of public input within the process;
- Report to the Board of County Commissioners annually on the Committee's evaluation of the following findings of the quarterly capital reports as it relates to Capital, Deferred Maintenance and Capital Operating Costs;
  - i. Overall Capital Improvement Plan development process;
  - ii. Underlying agency methodology for developing project funding requests;
  - iii. Critical projects included and/or excluded for funding;
  - iv. Relative allocation of available funding to requesting agencies
- Review the agency and community engagement process for the Capital Improvement Program;
- Review and provide guidance on the Participatory Budgeting process;
- Meet periodically throughout each year with such frequency necessary to receive information and to prepare its report to the Board..
- The Chair and Vice Chair are required to meet periodically with the Financial Services Director or designee to report on the activities of the CCBAC.

2. The committee shall be made up of not more than seven members that must be residents of

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Mecklenburg County. The Committee must have at least 3 members to conduct business. Ideally, members should be selected such that they live throughout the County and possess a variety of educational and professional experiences, genders, races and backgrounds so as to provide a diversity of perspectives.

~~2.3.~~ A quorum, consisting of a majority of members, 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.

~~3.4.~~ A chair and vice chair will be elected by members.

~~4.5.~~ The Chairman may appoint subcommittees to work on specific tasks and reviews. These subcommittees 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.

~~5.6.~~ 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.

~~6.7.~~ All meetings of the Committee are open to the public.

~~7.8.~~ 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.

~~8.9.~~ 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.

~~9.10.~~ 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  
Revised March 21, 2017  
Revised October 5, 2021  
Revised ~~xxxxx~~ January 17, 2024