

## **Budget Committee Operating Rules**

**August 9, 2016**

**(Amended March 28, 2017)**

1. The MISSION of this committee is to:
  - A. Prepare a recommended draft of the annual WHNC Budget for presentation to the Board of Directors for discussion and approval
  - B. Monitor all budget expenditures
2. This Committee shall consist of no more than 15 17 members
3. A quorum shall consist of 8 9 members.
4. In addition to a chair of this committee appointed by the Board President, there shall also be a secretary selected by the chair or co-chairs.
5. Members of this committee shall be appointed by the chair or co-chairs.
6. Voting rights shall be afforded to committee members only.
7. The Secretary shall be responsible for taking and posting minutes.
8. The meeting agenda shall be the responsibility of the co-chairs. This includes distribution and posting.
9. The posting of the agenda shall be the responsibly of the co-chairs.
10. Committee Members may not miss more than four (4) meetings in the most recent 12 month period or they will be removed as a voting member.
11. No committee officer, or committee member shall make any representations to any agency on behalf of the committee without board approval.
12. No officer of any committee may make any representations to the Board, on behalf of the committee, without approval from the committee.
13. These rules may be amended at any regular meeting of the Committee by a majority vote of the members present.
14. This committee shall abide by the WHNC Code of Conduct (see attached). This code shall apply to all committee members, whether or not they are members of the WHNC Board.
15. The parliamentary process is to be governed by *Rosenberg's Rules of Order* and if necessary, *Robert's Rules of Order*.
16. This Committee shall meet at least 9 times per calendar year on the ~~second~~ *third* Tuesday of each month, unless there is a conflict that requires meeting at a different day or time.