

# County and Municipal Financial Administration

## **ORS 294.426**

### **Budget committee meeting**

- **notice**
  - **receipt of budget message and document**
  - **provision of copies of document**
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- (1) The budget committee established under ORS 294.414 (Budget committee) shall hold one or more meetings for the following purposes:
- (a) Receiving the budget message prepared under ORS 294.403 (Budget message) and the budget document; and
  - (b) Providing members of the public with an opportunity to ask questions about and comment on the budget document.
- (2) (a) If a budget committee holds more than one meeting under subsection (1) of this section, the budget message and the budget document must be received at the first meeting.
- (b) If the budget committee does not provide members of the public with an opportunity to ask questions about and comment on the budget document at the first meeting, the budget committee must provide the public with the opportunity at a subsequent meeting.
- (3) (a) Except as provided in paragraph (b) of this subsection, the budget officer designated under ORS 294.331 (Budget officer) shall publish prior notice of each meeting of the budget committee held pursuant to subsection (1) of this section. The notice must contain the information described in subsection (4) of this section and must be published by one of the methods described in subsection (5) of this section.
- (b) (A) If the budget committee holds more than one meeting for the purposes described in subsection (1) of this section, the budget officer may publish a combined notice for all the meetings.
- (B) If the budget committee holds more than one meeting for the purpose described in subsection (1)(b) of this section, the budget officer may publish notice of only the first meeting. Notice of subsequent meetings may be given as provided in ORS 294.428 (Budget committee hearings) (2). If notice is published for a meeting under this subparagraph and it is subsequently determined that the meeting is unnecessary, notice of cancellation of the meeting must be published as provided in ORS 294.428 (Budget committee hearings) (2).

- (4) The notice required under subsection (3) of this section must state:
- (a) The purpose, time and place of the meeting or meetings and the place where the budget document is available;
  - (b) That the meeting is a public meeting where deliberations of the budget committee will take place; and
  - (c) If the meeting described in the notice is a meeting at which the budget committee will receive questions and comments from members of the public, that any person may ask questions about and comment on the budget document at that time.
- (5) (a) If the notice required under subsection (3) of this section is published only by publication in a newspaper, the notice must be published at least two separate times, not more than 30 days before the meeting date and not less than five days before the meeting date.
- (b) The notice may be published once in a newspaper, not more than 30 days before the meeting date and not less than five days before the meeting date, and once on the municipal corporation's Internet website, in a prominent manner and maintained on the website for at least 10 days before the meeting date. The newspaper notice must contain the Internet website address at which the notice is posted.
  - (c) If the notice is published by mailing or hand delivery, the notice must be placed with the United States Postal Service or hand delivered not less than 10 days before the meeting date.
- (6) (a) At any time before the first meeting required under subsection (1) of this section, the budget officer may provide one copy of the budget document to each member of the budget committee solely for the information and use of the individual members. The budget committee may not deliberate on the budget document as a body before the first meeting.
- (b) If the budget officer does not provide copies of the budget document to the members of the budget committee under paragraph (a) of this subsection, the budget officer shall provide copies at the first meeting required under subsection (1) of this section.
- (7) The budget officer shall file a copy of the budget document in the office of the governing body of the municipal corporation immediately following presentation of the budget document to the members of the budget committee under subsection (6) of this section. The copy is a public record of the municipal corporation.
- (8) The governing body of the municipal corporation must provide to individuals upon request a copy of the budget document or the means of readily obtaining a copy of the budget document. [Formerly 294.401]

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*Location:* [https://oregon.public.law/statutes/ors\\_294.426](https://oregon.public.law/statutes/ors_294.426)

*Original Source:* Section 294.426 — Budget committee meeting; notice; receipt of budget message and document; provision of copies of document, [https://www.oregonlegislature.gov/bills\\_laws/ors/ors294.html](https://www.oregonlegislature.gov/bills_laws/ors/ors294.html) (last accessed Jun. 26, 2021).