

1 [Amending Board Rules of Order - Budget Process]

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3 **Motion amending the Board of Supervisors Rules of Order to rename the five-member**
4 **Budget and Finance Committee as the Budget and Appropriations Committee, and to**
5 **require that Committee to hold special hearings regarding the Mayor's budget**
6 **instructions and budget priorities.**

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8 MOVED, That the Board of Supervisors hereby amends Rules 2.17, 3.25, 3.25.1, and
9 3.26, to read as follows:

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11 **2.17. Rate, Fee, Charge Review.** When a proposed rate, fee, or charge is received
12 from the Mayor, the Clerk of the Board shall promptly refer the matter to the Budget and
13 Finance Committee or the Budget and Appropriations Committee so that the Board may act
14 within 30 days as required by Section 2.109 of the Charter.

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16 **3.25. Fiscal Committees.** In accordance with Administrative Code Section 2.6-3
17 concerning fiscal impact, the Government Audit~~s~~ and Oversight Committee, ~~and~~ the Budget
18 and Finance Committee, and the Budget and Appropriations Committee shall each be a "fiscal
19 committee" of the Board and the other committees of the Board, solely for the purpose of
20 considering grants to the City within their subject areas, shall also be considered "fiscal
21 committees."

22
23 **3.25.1. Budget and Finance Committee; Budget and Appropriations Committee.** The
24 Budget and Finance Committee or the Budget and Appropriations Committee shall be referred
25 appropriation ordinances, and measures concerning bond issues, taxes, fees and other

1 revenue measures, redevelopment, and real estate. The Budget and Appropriations Finance
2 Committee shall also be referred the annual appropriation and annual salary ordinances. ~~The~~
3 ~~Budget and Finance Committee shall hold a public hearing on the Mayor's budget instructions to City~~
4 ~~Departments for each annual City budget after the instructions are released.~~

5 The Budget and Finance Committee shall be comprised of three full-time members, and
6 shall convene year-round, except during Board recesses, according to a schedule determined by the
7 chair of the Committee. ~~except that beginning on March 1 of each year the committee shall be~~
8 ~~comprised of five members and shall remain a committee of five members until the Board adopts the~~
9 ~~annual appropriation and salary ordinances. Following the adoption of the annual appropriation and~~
10 ~~salary ordinances by the Board, the committee will be reduced to the three full-time members.~~

11 ~~Beginning on March 1 February 1 of each year, and until the Board adopts the annual salary~~
12 ~~and appropriation ordinances, there shall be a subcommittee of the Budget and Finance Committee~~
13 ~~consisting of three members. The Budget and Appropriations Committee shall be comprised of five~~
14 ~~full-time members, and shall convene between February 1 and August 1 of each year, and at any other~~
15 ~~time during the year that the President of the Board determines in writing.~~ Unless otherwise
16 designated by the President, the members of the ~~subcommittee~~ Budget and Appropriations
17 Committee ~~shall be the full-time~~ include the three members of the Budget and Finance
18 Committee. ~~The subcommittee may consider any matters assigned to the Budget and Finance~~
19 ~~Committee except the annual appropriation and salary ordinances or the Mayor's budget instructions.~~

20 By March 1 each year, the chair of the Budget and Appropriations Committee shall introduce a
21 motion for consideration by the Board, delineating the budget process for the coming months,
22 including but not limited to: the Committee's anticipated hearing topics from March through June; the
23 process for the Board to identify and publicly communicate its policy priorities for the budget;
24 whether the Board will schedule Committees of the Whole to hold hearings on the Mayor's budget
25 instructions, the Mayor's budget priorities, the Mayor's proposed budget, the Board's proposed

1 spending plan, or other topics; and the Committee's guidelines regarding public transparency and
2 decision-making.

3 Upon receiving the Mayor's budget priorities as required by Chapter 3 of the Administrative
4 Code each fiscal year, the Committee shall hold a public hearing regarding those priorities. After
5 holding that hearing, the Committee shall prepare a proposed motion for the Board's consideration
6 responding to the Mayor's budget priorities.

7 As it considers the Mayor's proposed budget, the Committee should invite robust public
8 participation, including public comment on the entire budget at each Committee meeting, and the chair
9 of the Committee should make available on the Board's website at least one proposed spending plan
10 describing proposed allocations of available funds in the budget at least 72 hours before the Committee
11 votes to forward the annual appropriations ordinance to the Board for its consideration.

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13 **3.26. Rules Committee.** The Rules Committee shall be referred matters concerning
14 appointments, ballot measures; (except revenue measures which will be heard in the Budget
15 and Finance Committee or the Budget and Appropriations Committee), Charter amendments,
16 amendments to the Administrative Code (except fiscal matters which will be heard in a fiscal
17 committee; and land use matters which will be heard in the Land Use and Transportation
18 Committee), amendments to the Campaign and Governmental Conduct Code, and Board
19 Rules of Order.