



**BUDGET ADVISORY COMMITTEE  
ROLES AND RESPONSIBILITIES  
FY 2017-18**

**ROLE**

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- The BAC represents a diversity of expertise, skills, and viewpoints. As such, committee members are expected to listen carefully and consider the range of local and citywide needs and goals. Committee members are expected to fully participate in all BAC meetings. Committee recommendations should represent a broad base of collective wisdom about what will best serve our city and the local neighborhood.
- The recommendations, suggestions and advice of the BAC will be provided to the PP&R staff, the Director of Portland Parks & Recreation and Commissioner Fritz for consideration. Final decisions regarding the PP&R FY 2017-18 Requested Budget will be made by Commissioner Fritz.

**RESPONSIBILITIES**

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**DEVELOPING RECOMMENDATION**

The BAC will work to reach agreement on advice and recommendations. The group will use a consensus process that respects the perspectives and contributions of all members. Whenever possible, the group will forward recommendations that are supported by the full group. If full agreement is not possible, the BAC will use a two-thirds majority vote to finalize recommendations. In the case of a majority vote, minority reports will be accepted and submitted along with the BAC recommendation.

**GROUND RULES**

- Arrive on time and be prepared for the meeting topics.
- Follow the topics and time set by the agenda.
- Listen carefully and speak honestly.
- Respect the views and opinions of others.
- Keep an open mind.
- Critique issues, not people or organizations.
- Allow space for everyone to participate - step up, step back
- Use discussion to clarify information
- Consider the needs and concerns of the local community and the larger city.

**TIME COMMITMENT**

- Attend four (4) BAC meetings (3 hours each).
  - If you are unable to attend, please let Jeff Shaffer or Elizabeth Kennedy-Wong know at least 48 hours in advance.
- Reading materials in advance of each meeting.
- Attending at least one (1) listening session or public budget meeting.