

# **BUDGET AMENDMENT PUBLIC HEARING**

## ***DATE***

### **How to conduct the public hearing at the Extension Council meeting.**

- A. The hearing needs to begin at the time stated in the official notice.
- B. The required quorum is a majority of the Council (5 members).
- C. The hearing may be conducted as a part of the regular monthly meeting rather than as a separate meeting. Regular Council business may be conducted before and after the hearing. Technically, the regular meeting ought to be recessed, the budget hearing opened, the budget hearing closed, and the regular meeting resumed. The meeting minutes need to reflect this series of actions.
- D. The purpose of the hearing is to provide an opportunity for citizens to comment on the budget. Details become important, thus, any citizen who attends the meeting and comments must share their name and address and their comments need to be accurately recorded in the minutes.
- E. Any budget figure may be changed following the hearing, however, neither the amount of the total budget nor of the tax request can exceed the amounts published in the hearing notice. These figures can only be reduced.

### **Use the following meeting agenda and script for the hearing portion of the meeting:**

- A. Open Regular Council meeting.**
- B. Roll call.**
- C. Approval of minutes of the previous meeting.  
(Continue until the published time, then go to D.)**
- D. Motion to recess regular Council meeting. (at or after the time designated in hearing notice).**
- E. Public Hearing Script**
  - 1. "This is the time and place set for a public hearing on amending the County Extension FYXX budget." (Chair)
  - 2. "The notice of the public hearing did appear in the \_\_\_\_\_ newspaper on (date) as required by law." (Chair)
  - 3. "Are there any objections or comments concerning amending the budget?" (Chair)
  - 4. **If comments are received, they need to be accurately recorded in the minutes with the person's name and address.**
  - 5. **If no one asks to speak,** the Chair instructs the secretary to note that fact in the minutes.
  - 6. Chair requests a motion to close the public hearing. "I move to close this public hearing." Motion seconded, and the vote recorded.

**F. Reopen recessed meeting.**

Chair requests a motion to approve amending the budget. (A regular agenda item):

- a. Motion by \_\_\_\_\_ that the FYXX Extension Education Operating Budget expenditures be increased from \$ \_\_\_\_\_ to \$ \_\_\_\_\_.

Motion seconded by \_\_\_\_\_.

Motion carried by a vote of \_\_\_\_\_ to \_\_\_\_\_ with \_\_\_\_\_ dissenting.

- b. Motion by \_\_\_\_\_ that the maximum amount to be on deposit at the approved depository be increased to \$ \_\_\_\_\_.

Motion seconded by \_\_\_\_\_.

Motion carried by a vote of \_\_\_\_\_ to \_\_\_\_\_ with \_\_\_\_\_ dissenting.

G. Record ayes and nays by name for each motion.

H. Proceed with other items on the agenda.