

Canby School District 86

Code: **DBEA**
Adopted: 3/03/05
Readopted: 5/17/18
Orig. Code(s): DBEA

Budget Committee

By law, the budget committee is charged with decision-making concerning financial priorities.

The budget committee will have the responsibility of reviewing the financial program of the district, reviewing and recommending the proposed district budget as presented by the superintendent or recommending the budget document as revised and prepared by the budget committee in keeping with the provisions of applicable state laws.

Educational policy decisions are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increased salaries. While the committee may, in effect, delete programs because of a fund decrease, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and request that administration make such changes in accordance with priorities set by the Board.

In addition to the elected Board members, the budget committee will consist of seven budget committee members appointed by the Board.

To be eligible for appointment to the budget committee, a person must:

1. Live in and be registered to vote in the district; and
2. Not be an officer, agent or employee of the district.

Regular budget committee members in a district that prepares an annual budget shall serve for three years. Terms for the appointive members of the budget committee will be staggered so that, as near as practicable, one-third of the terms end each year.

No budget committee member may receive any type of compensation from the district.

The Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee. The Board may contact the person(s) who previously served in the now vacant position to ascertain his/her willingness to serve another term if appointed. Previous members interested in continuing will be considered along with general districtwide applicants.

The Board will review the names of persons filing applications and those who served previously and are still willing to be appointed. At the first regular meeting following, the Board will appoint persons to fill the vacant positions, attempting to provide representation from all school levels.

If any appointive member is unable to complete the term for which he or she was appointed, the Board will announce the vacancy at the first regular Board meeting following the resignation or removal of the committee member. An appointment to fill the position for its unexpired term will be made at the next regular board meeting. This process can also occur with the announcement and appointment of other new committee members if the budget committee duties for the year have already ceased, and new members for the upcoming year have not yet been appointed.

Budget Committee Responsibilities

The following items explain the budget committee responsibilities:

1. At its first meeting after its appointment, the budget committee will elect a presiding officer from among its members. It may also establish such other ground rules as it deems necessary for successful operation of the committee;
2. A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action;
3. As provided by law, the committee will hold one or more meetings to hear the budget message presented by the superintendent, receive the budget document, listen to comments and suggestions by patrons, and announce the time and place for its future meetings, if needed. All meetings of the budget committee are open to the public;
4. The budget committee may request the superintendent or director of finance to provide any information used in the preparation or revision of the budget document. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the superintendent or as subsequently revised by the committee;
5. After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board.

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)
[ORS 192.610 to -192.695](#)
[ORS 294.305 to -294.565](#)
[ORS 433.835 to -433.875](#)