

Central School District 13J

Code: **DBEA**
Adopted: 12/07/98
Readopted: 2/07/11
Orig. Code(s): DBEA

Budget Committee

The Budget Committee will consist of the seven members of the Board and seven electors appointed by the Board, as required by law. Terms of the appointed members will be three years each with appointments made so that, as nearly as possible, the terms of one third of the members expire each year. The Board will establish appropriate timelines and procedures for appointment of Budget Committee members.

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 eight members are present, a unanimous vote is needed for passing an action item.

Officers and Orientation of Budget Committee

1. **Organization:** The Budget Committee will hold its first regular organizational meeting on a day set by the Board. A presiding officer will be elected from among its members at this meeting. Such meeting may be prior to or on the date of the budget message and documents are presented. Minutes of Budget Committee meetings will be kept by a designated district employee.
2. **Background Information:** The Budget Committee members will be provided with data for the ensuing year, such as the Board's educational plan and other pertinent material bearing on the preparation of a district budget.
3. **Procedures:** Appropriate budget-related policies and administrative regulations shall be reviewed with Budget Committee members prior to or during their first meeting.

Meetings of the Budget Committee

The Budget Committee shall hold one or more meetings to receive the budget message, the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The Budget Committee shall announce the time and place for all meetings, as provided by law. All meetings of the Budget Committee are open to the public.

Function of the Budget Committee

It is the function of the Budget Committee to approve the total dollar amount in the budget for an educational plan previously determined by the Board. The Budget Committee will recommend levels of spending but will not determine programs.

Final Action

The Budget Committee will approve an estimated budget document for submission to the Board with a recommendation for adoption. The Board has final authority for adoption of the budget for the coming year.

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)

[ORS 192.610 - 192.710](#)

[ORS 294.305 - 294.565](#)