

Coos Bay School District 9

Code: **DBEA**
Adopted: 6/26/02
Readopted: 3/02/10
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 programs of the district, reviewing the proposed district budget as presented by the superintendent and recommending an annual or biennial district budget in keeping with the provisions of applicable state laws.

Educational policy decisions, however, 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 the deletion of funds in arriving at an acceptable levy figure, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount to be cut from the recommended budget and request that administration make such reductions in accordance with priorities set by the Board.

The budget committee consists of seven members appointed by the Board plus the elected Board members. To be eligible for appointment, the appointive member must:

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

No budget committee member may receive any type of compensation from the district for their service as a member of the budget committee.

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 during the month of July. Applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may contact the person who previously served in the now vacant position to ascertain his or her willingness to serve another term if appointed. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate.

At the first regular Board meeting in August, the Board will review the names of persons filing applications and names of those persons who have served previously and are still willing to be appointed. At the first regular meeting in September, the Board will appoint persons to fill the vacant positions.

The appointive committee members of a budget committee in a district that prepares an annual budget will be appointed for terms of three years. The terms will be staggered so that, as near as practicable, one-third of the appointive member's terms end each year. Appointive members of a budget committee in a district that prepares a biennial budget shall be appointed to four-year terms. The terms shall be staggered so that

as near as practicable, one fourth of the terms of the appointive members expire each year. 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.

At its first meeting after its appointment, the budget committee will elect a chair and vice chair from among its members. It may also establish such other ground rules as it seems necessary for successful operation of the committee.

A majority of the constituted committee is required for passing an action item. Majority for a 14 member budget committee is eight. Therefore, if only eight members are present, a unanimous vote is needed for passing an action.

As provided by law, the committee will 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. All meetings of the budget committee are open to the public.

The budget committee may request of the superintendent or business manager any information used in the preparation of or for use in revising 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.

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 - 192.710](#)
[ORS 294.305 - 294.565](#)

Cross Reference(s):

BDE - Public Hearings