

David Douglas School District

Code: **DBEA**
Adopted: 9/13/76
Revised/Readopted: 10/15/09; 1/14/16
Orig. Code(s): 1330.5; 6160.1; 6160.2;
6160.3; 6160.4

Budget Committee

Organization, Membership and Terms of Office

The district 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 of a budget committee in a district that prepares an annual budget will be three years each, with appointments made so that as nearly as practicable, 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 eight. Therefore, if only eight members are present, a unanimous vote is needed for passing an action item.

Presiding Officer 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 chair shall be elected from among its members at this meeting. A vice chair may also be elected. Such meeting may be prior to or on the date the budget message and document are presented.
2. **Background Information:** Budget committee members will be provided with data for the ensuing year(s), such as the Board's educational plan, and other pertinent material bearing on the preparation of the district budget.

Meetings of the Budget Committee

The budget committee shall hold one or more meetings to receive the budget message, the proposed budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer 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

The budget committee will have the responsibility for reviewing the financial program of the district, reviewing the proposed district budget as presented by the superintendent, and recommending an annual 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 increase 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.

Final Action

The budget committee will approve the proposed budget document as submitted by the superintendent or as modified by the budget committee for adoption by the Board. 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 -192.710](#)

[ORS 294.305 to -294.565](#)