

Douglas Education Service District

Code: **DBEA**
Adopted: 2/17/11
Readopted: 10/16/14
Orig. Code(s): 10050

Budget Committee

Organization, Membership and Terms of Office

The DESD 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 the 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 8 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 date set by the Board. A chair and secretary will be appointed from among its members at this meeting. 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, such as the Board's fiscal goals, service, administrative, operational plans, and other pertinent material bearing on the preparation of the budget.

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 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. Minutes shall be taken, made available and retained in accordance with the Public Meetings Law.

Function of the Budget Committee

It is the function of the budget committee to approve budget estimates for any instructional service, administrative or operational plans previously determined by the Board. No new program should be considered for a budget estimate that has not previously been submitted to and approved by the Board. The budget committee may determine levels of spending, but will not determine service, administrative or operational plans or any other program.

Final Action

The budget committee will approve an estimated budget document for submission to the Board.

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)
[ORS 192.610](#) to -192.710

[ORS 294.305](#) to -294.456
[ORS 334.240](#)

[OAR 581-024-0262](#)

Cross Reference(s):

DBD - Budget Priorities
DBG - Budget Hearing