

Hood River County School District

Code: **DBEA**
Adopted: 5/28/98
Readopted: 1/22/14
Orig. Code(s): 3130

Budget Committee

Organization, Membership and Terms of Office

The budget committee will have the responsibility for reviewing the financial program of the district, reviewing the proposed budget and recommending an annual budget to the school board for adoption.

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 increase salaries. The committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The budget committee shall consist of seven members appointed by the Board in addition to the seven elected Board members. Appointive member(s) must not be an officer, agent or employee of the district. No budget committee member may receive any type of compensation from the district. The Board shall act on each appointment.

Annually, the Board will identify and announce vacant budget committee positions within board zones. Interested community members will submit applications to the district office.

Each budget committee member shall be appointed for a term of three years except where an appointment is made to complete the term of a member leaving the committee. The terms shall be staggered so that one-third or approximately one-third of the terms of the appointed members expire each year.

If any member is unable to serve their term, the Board shall fill the vacancy by appointment for the unexpired term per the process for filling vacant positions.

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 such meetings, as provided by law. All meetings of the budget committee are open to the public.

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.

Function of the Budget Committee

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

As provided by law, the committee will hear the budget message from the superintendent, receive the budget document, hear public comments and suggestions and announce the time and place for future meetings.

The budget committee may request from the superintendent or budget officer any information used in the preparation of the budget document. The committee may also, through the superintendent, 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.

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 -294.565](#)