

# InterMountain Education Service District

Code: **DBEA**  
Adopted: 1/19/11  
Revised/Readopted: 3/21/12

## **Budget Committee**

By law, the budget committee is charged with preparing a budget for the operational and administrative expenses of the ESD.

The budget committee will have the responsibility for reviewing the financial program of the ESD, reviewing the proposed ESD budget as presented by the superintendent and recommending an annual or biennial ESD budget in keeping with the provisions of applicable state laws.

Program and service 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 in arriving at a levy figure, 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 consists of the seven members of the Board, along with an equal number of electors, plus one, who are appointed by the Board from among members of component school district boards or designees of component school district boards. The nomination and appointment process of component school district board members will be determined by the Board and will assure equitable representation. To be eligible for appointment, the appointive member must: (1) live and be registered to vote in the ESD; (2) not be an officer, agent or employee of the education service district. No budget committee member may receive any type of compensation from the ESD.

The Board will identify and announce vacant budget committee positions which must be filled by appointment of the Board. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate.

The Board will review the names of those persons who have served previously and are willing to be reappointed. The Board will appoint persons to fill the vacant positions based on nominations from component school districts.

The appointive committee members of a budget committee in an ESD that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year. Appointive members of a budget committee in an ESD 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/she was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting.

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

A majority of the constituted committee is required for passing an action item. Majority for a 15-member committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action.

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.

The budget committee may request from the superintendent or business manager any information used in the preparation of or for revising the budget document. The committee may request the attendance of any ESD 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 - 294.56](#)

[ORS 334.240](#)

[OAR 581-024-0262](#)