

# Multnomah Education Service District

Code: **DBEA**  
Adopted: 1/17/12  
Amended/Readopted: 2/21/12

## **MESD Budget Committee**

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

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

Program and service policy decisions, however, are the responsibility of the MESD 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 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.

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.

### **Composition of the Budget Committee**

The budget committee shall consist of the seven members of the MESD Board, along with an equal number of representatives, plus one, who are appointed by the MESD Board from among members of component district boards or designees of component district boards. The nomination and appointment process of component district board members shall be determined by the MESD Board and shall assure equitable representation of the component districts. Considerations shall include general location and size.

The budget committee may meet to conduct business if the education service district board is unable to fill all of the positions on the budget committee.

To be eligible for appointment, the appointive member must:

1. Live and be registered to vote in the district;
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 district.

## **Appointment and Selection Process**

At its first meeting in July, the Board shall identify vacant budget committee positions which must be filled by appointment of the Board. The Board shall announce the vacancies and receive applications from interested persons during the month of July. Such applications shall 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 MESD. 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 shall review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At the first regular meeting in September, the Board shall appoint persons to fill the vacant positions.

The appointive committee members of a budget committee in an ESD that prepares an annual budget shall be appointed for three-year terms. The terms shall 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 shall 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 shall be made at the next regular Board meeting.

## **Duties and Expectations**

At its first meeting in January, the budget committee shall elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee, and set the calendar for budget committee meetings.

A majority of the constituted committee is required for passing an action item. Majority for a 16-member committee is 9. Therefore, if only 9 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 MESD employee at its meetings. The budget committee shall approve the budget document as submitted by the superintendent or as subsequently revised by the committee.

END OF POLICY

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**Legal Reference(s):**

[ORS 174.130](#)

[OAR 581-024-0262](#)

[ORS 192.610 - 192.710](#)

[ORS 294.305 - 294.56](#)

[ORS 334.240](#)

**Cross Reference(s):**

DB - MESD Budget

DBC - Budget Calendar

DBD - Budget Priorities

DBDA - General Operating Contingency

DBDB - Risk Management/PERS Reserve Fund

DBE - Budget Preparation

DBG - TSCC Budget Hearing

DBH - Budget Adoption Procedures

DBJ - Budget Implementation

DBK - Budget Transfer Authority