

### **Selection of Budget Committee Members**

When a vacancy occurs on the budget committee, the following procedure will be used:

1. The Board will declare the budget committee position open;
2. Notice of vacancy will be given including the following information:
  - a. The position number;
  - b. Deadline for receiving applications;
  - c. Person whom applicants should contact; i.e., superintendent;
  - d. Qualifications for holding office;
  - e. Term of appointment;
  - f. Date appointment is to be made.
3. Individuals who have placed their names for consideration shall be sent a letter from the superintendent which will provide general information about the budget committee. A Candidate Information Sheet will also be sent which will be included in the Board packet when the selection is made;
4. Applications will be reviewed and appointment will be made at a regular or special Board meeting.