

**Winston-Dillard
School District 116**

Code: **DBEA**
Adopted: 5/25/05
Readopted: 3/16/11
Orig. Code(s): DBEA

Budget Committee

Organization, Membership and Terms of Office

The district budget committee shall consist of the five members of the Board and five electors appointed by the board as required by law. Terms of the appointed members of a budget committee that prepares an annual budget shall be three years each with appointments made so that, as nearly as possible, the terms of one-third of the members expire each year. Appointive members of a budget committee 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 end each year. The Board shall 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 10-member budget committee is six. Therefore, if only six members are present, a unanimous vote is needed for passing an action item.

Presiding Officer and Orientation of Budget Committee

1. **Organization:** The budget committee shall hold its first regular organizational meeting on a day set by the Board. A presiding officer shall be elected from among its members at this meeting. The budget message and document are presented at the first budget committee meeting.
2. **Background Information:** Budget committee members shall be provided with data for the ensuing year(s), the current year-to-date and the proposed budget estimates.

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.

Function of the Budget Committee

It is the function of the budget committee to approve budget estimates for an educational plan previously determined by the Board. No new program should be considered for the budget estimate that has not previously been submitted to the Board and approved as a part of the educational plan. The budget committee shall determine levels of spending, but shall not determine programs.

Final Action

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

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)

[ORS 192.610 - 192.710](#)

[ORS 294.305 - 294.565](#)

Cross Reference(s):

DBD - Budget Preparation