

Leadership Structure

The budget committee chair and vice chair serve as a leadership team for agenda planning and meeting management purposes. Facilitating requests for information is an important function of the budget committee leadership team. The following protocols are intended to provide guidance and structure to the budget committee process. The committee chair will use *Robert's Rules of Order* to facilitate the meetings.

Questions and Requests for Information

Budget committee leadership, in conjunction with the superintendent and school board leadership, has developed a plan for providing important information to the committee for both efficient use of staff time and effective review and approval of the proposed budget. With the goal of providing an understanding of district operations in preparation for review and approval of the proposed budget, budget committee members have been invited throughout the year to view board meetings and review agenda packets containing reports on strategic programs and processes. The expected outcome is for the budget committee to focus on the proposed budget document and ask questions during meetings that will further the goal of the committee, which is to approve the budget and forward it to the school board for adoption.

Most of the many questions *asked* during meetings can be *addressed* during the meetings. In order to ask the district to respond to a question/request for information that would require significant staff time to research, committee leadership will determine (1) if there is sufficient committee interest and (2) if the information is needed for the committee to approve the proposed budget (with or without recommended changes). The committee chair may call for committee vote on a question/request for information to determine if it falls within these parameters. Though no official motion or second is required, a majority vote (eight of the 14-member committee) is required to approve the question for staff response. If approved, and if in the process of forming a response, the district determines the magnitude of the request is greater than originally envisioned, the district may bring the request back to leadership to narrow the scope, or for reconsideration. All committee members will receive the same information.

Recommending Changes to the Superintendent's Proposed Budget

After the budget committee has heard initial public testimony and is in deliberation, committee members may want to recommend changes to the proposed budget.

The procedures for recommending changes to the proposed budget are as follow:

1. Members of the committee will have the opportunity to identify changes they would like to have considered. If a change is identified that will increase the budget, the committee member should be prepared to identify an area of reduction to offset the increase. Each proposed change will be recorded on an initial list.
2. Beginning with the first proposed change on the list, the committee member who recommended the change will give a brief (one or two minute) explanation of why they believe the change should be made and what the impact is to the proposed budget. After the explanation, the committee chair will ask (by show of hands) if other committee members concur that the proposed change should remain on the list for further consideration. Six members (five in addition to the person making the recommendation) must concur for the proposed change to remain on the list.
3. Once a final list of proposed changes is identified, the committee chair will call for a motion, second, and majority vote (eight of the 14-member committee) on each proposed change on the list.
4. If the committee makes changes to the proposed budget, additional staff work may be required to modify the document, and an opportunity for additional public testimony may be necessary.