



### Budget Committee Job Description

The budget committee is a 14-member advisory group established by Oregon statute (ORS 294), which consists of the members of the school board and seven eligible volunteer electors, as defined by ORS 247.002, appointed by the school board.

The budget committee's role is to receive the proposed budget from the superintendent, provide the public with an opportunity to comment on the budget, and determine the reasonableness of the proposed budget in meeting the priorities and goals of the district as set by the school board. The budget committee's responsibility is review of the budget document; whereas, it is the school board that is responsible for policy and direction of the district.

Upon completion of the review and deliberations, the budget committee will approve the budget either as proposed or revised and formally set the tax rate. The budget then moves forward to the school board, which makes the final decision resulting in adoption.

To accomplish its stated objectives, the budget committee will maintain the following practices:

1. Govern in a consistent and efficient manner:
  - a. Organize by electing a committee chair and committee vice chair. No member shall serve as committee chair for more than two years in succession.
  - b. Open all budget committee meetings to the public and hold all meetings within the geographic boundaries of the district.
  - c. Conduct a regular budget committee meeting only if a majority of the members are present in person.
  - d. Designate time for public comment. The committee chair may set a time limit on the length individual comment as well as the total amount of time set aside for public comment.
  - e. Vote on motions using "yeas" or "nays" and record the result of the vote.
  - f. Utilize the majority vote requirement, which requires affirmative votes by a majority of the committee (8 out of 14) to pass any motion before the committee.
2. Adhere to local budget law waiting until the superintendent's budget message and the proposed budget is presented in a public meeting before discussing issues such as:
  - a. Specific estimates of revenue
  - b. Expenditures or appropriation amounts associated with any fund, object classification, program, line item, resource or requirement
  - c. Whether to impose any specific tax levy, or the amount of any levy
3. Ensure that budget committee meetings are conducted with maximum effectiveness and efficiency. Accordingly, committee members will:
  - a. Attend and be prepared for meetings
  - b. Support the committee chair's efforts to facilitate an orderly meeting
  - c. Focus on issues rather than personalities
  - d. Speak only when recognized during meetings
  - e. Not interrupt each other during meetings
  - f. Not engage in side conversations during meetings

- g. Ask questions for clarification
- h. Listen for content and understanding
- i. Not repeat what has already been said during meetings
- j. Communicate in a timely manner to avoid surprises
- k. Ensure that all members' voices are heard
- l. Exercise honesty in all written and interpersonal interaction, never intentionally misleading or misinforming each other
- m. Make every reasonable effort to protect the integrity and promote the positive image of the district and one another
- n. Respect decisions of the full committee

**Monitoring Method: Board Self-assessment**

**Monitoring Frequency: Annually**