

# Three Rivers School District

Code: DBE  
Adopted: 6/18/12  
Orig. Code: DBE

## Budget Committee

### Organization, Membership and Terms of Office

The district budget committee will consist of five members appointed by the board plus the five elected board members. To be eligible for appointment, a school district budget committee candidate must: 1) live and be registered to vote in the district; and 2) not be an officer, agent or employee of the district. No budget committee member may receive any type of compensation from the district for their services as members of such committee.

Terms of the appointed members of a budget committee in a district that prepares an annual budget will be three years each with appointments made so that, as nearly as practicable, the terms of one-third of the members expire each year. If any appointed member is unable to complete the term for which he/she was appointed, the board will declare the position open and a Notice of Vacancy to all communities will be published as noted below. Every attempt will be made to fill the vacancy with a resident of that Zone. If no qualified applicant can be found, the vacancy may be filled by any resident of the district.

When a vacancy occurs due to the expiration of term the board will declare the budget committee position open. Notice of a vacancy will be issued to include all communities within the district by publishing in the Grants Pass, Cave Junction, Applegate, and Medford newspapers whenever possible as well as posting on the district website. The following information will be included:

1. The position number and the Zone number
2. The deadline for receiving applications
3. The person whom applicants should contact
4. Qualifications for holding office
5. Terms of appointment
6. Date appointment will occur

Every attempt will be made to fill the vacancy with a resident of that Zone. If no qualified applicant can be found, the vacancy may be filled by any resident of the district.

### Presiding Officers and Orientation of Budget Committee

The presiding officers and orientation of the budget committee will be established under the guidelines of ORS 294.414.

## **Meetings of the Budget Committee**

The budget committee meetings will be held in accordance to the guidelines of ORS 294.426.

## **Functions of the Budget Committee**

It is the function of the budget committee to approve the 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 part of the educational plan. The budget committee does not have the authority to approve additional personnel, employee contracts or salary schedules. The budget committee will determine levels of spending, but will not determine programs.

## **Final Action**

The budget committee will approve an estimated budget document for submission to the board.

END OF POLICY

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## **Legal Reference(s):**

[ORS 174.130](#)  
[ORS 192.610](#) – 192.710  
[ORS 294.305](#) – 294.565