

# Beaverton School District 2010-11 Budget Committee Ground Rules

1. Information requests that require significant staff time to complete must come through the Chair and be clarified by the Budget Committee at the end of each budget meeting. Staff may respond to individual Budget Committee member requests. Staff will let the Budget Committee member know if the request for information is easily provided or more complex and time intensive. If the request is time intensive, it must be approved by the Chair. Any individual request for information will be treated as a request of the entire Committee and will be sent to each member.
2. The Chair is authorized to speak on behalf of the Budget Committee to the media. The Chair may delegate this responsibility to other members of the Committee. When speaking to the media, Budget Committee members should indicate that they are voicing their personal opinion if they share views that are contrary to Committee approved decisions/recommendations. The Chair should be informed of any contact by the media with Budget Committee members and the content thereof.
3. Each Budget Committee member must be familiar with the District's new, five year Strategic Plan and seek to align Committee recommendations and decisions to the plan.
4. Encourage each member to participate fully through thoughtful discussion and effective decision-making, and effectively communicate with each other by focusing on problem-solving and a willingness to consider all points of view.
5. Seek to understand the principles, alternatives and choices within the recommendations presented by District staff. The staff will prepare cost/benefit and impact analyses as needed and/or requested.
6. Come prepared for every meeting by reviewing the agenda and background materials in advance.
7. As a general guideline, overall pre K-12, district-wide benefits should be prioritized higher than individual programs or cost centers.
8. The 2010-11 Budget Committee process will be reviewed and revised as necessary and incorporated into the work of the 2011-12 Budget Committee.
9. Formal action on key decisions will be conducted by *Robert's Rules of Order*. The process will include a motion, second, discussion and a vote by the Committee.