Code: **DBEA – AR**
(As created by the Budget Policy Committee)
Adopted: __/__/2026

Budget Committee Operations

Budget Committee Duties and Responsibilities

The budget committee will have the responsibility for reviewing the financial program of the district, reviewing the proposed district budget as presented by the superintendent and recommending an annual district budget in keeping with the provisions of applicable state laws.

Budget Committee Membership

The budget committee consists of seven members interviewed and appointed by the Board plus the elected Board members. The appointive budget committee members will be appointed for three-year terms. The terms will be staggered so approximately one-third of the appointive members' terms end each year. At least one member of the budget committee must be a member of the district's educational equity advisory committee.[1] No appointed budget committee member may receive any type of compensation from the district.

To be eligible for appointment, the appointive member must:

1. Live and be registered to vote in the district.
2. Not be an officer, agent or employee of the district.
3. Prepared to serve a three-year term.
4. Be able to attend budget meetings scheduled in the months of November through June.

Budget Committee Appointments and Vacancies:

Appointment Process:
(1) The Board will review current budget committee members' years of service to determine which positions, if any, are at the end of their three-year term. A list of the vacated and end-of-term budget committee positions will be provided to the Board at the August board meeting.
(2) If there are vacant positions, the Board will announce the vacancies on the District website.
(3) The Board will receive applications from interested persons during the months of August and September. The applications will include a signed statement that the applicant is willing to serve as a member of the budget committee.
(4) The Board will review the applications, interview all applicants, and appoint members to the Budget Committee no later than the first board meeting in October.

Vacancies. If any appointive member is unable to complete the term for which they were appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. Considering the timing of the vacancy the Board will do one of the following: (1)

[1] The budget committee is not required to include a member of the educational equity advisory committee until a vacancy on the budget committee occurs by a member who is not also a member of the school district board. The district is not required to include a member of the educational equity advisory committee on the budget committee if no member of the committee is willing or able to serve on the budget committee.

the Board will announce a date to commence an interview and appointment process that will occur before the first meeting of the Budget Committee, or (2) if the vacancy occurs during the budget committee meeting cycle, then the position will remain vacant until the next budget meeting cycle. An appointment to fill a vacated position will begin a new three-year term for that position.

Budget Calendar

A Budget Committee meeting calendar will be established no later than **August** each year. The meeting calendar will be posted on the District website and provided to all applicants and appointed budget committee members.

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 committee will announce the time and place for all such meetings, as provided by law. All meetings of the budget committee are open to the public.

Budget Meeting Process

At the organizational meeting, the budget committee will elect a presiding officer from among its members. It may establish ground rules as necessary for successful operation of the committee.

A majority of the constituted committee are required to pass an action item. Majority for a 14-member budget committee is eight. If only eight members are present, a unanimous vote is needed for passing an action.

The budget committee may request information used in the preparation of or for revising the budget document. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the budget officer or as subsequently revised by the committee.

After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board.

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