

Southwestern Oregon Community College**BP: 6065****BUDGET COMMITTEE**

Following Oregon Local Budget Law, the College shall have a Board of Education budget committee. The budget committee shall have the responsibility for reviewing the financial program of the College, reviewing the proposed budget as presented by the President, and approving an annual budget in keeping with the provisions of applicable state laws.

The budget committee consists of seven members from the community at-large appointed by the Board plus the elected Board members. In January of each year, the Board shall identify vacant budget committee positions which must be filled by appointment of the Board for next fiscal year's budget planning. The Board shall announce the vacancies and receive applications from interested persons during the months thereafter. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the College.

At a regular Board meeting, the Board shall review the names of persons filing applications and names of those persons who have served previously that are interested in reappointment. Also during a regular meeting, the Board shall interview candidates, where appropriate, and appoint persons to fill the vacant positions. The appointive committee members of a budget committee in a district that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year. If any appointive member is unable to complete the term for which he/she was appointed, the Board shall announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the vacant position for the remaining unexpired term will be made at the next regular Board meeting, when possible. If, however, less than seven community budget committee members are appointed at the time that the budget committee's meetings commence, that set number will remain until the next fiscal year's process.

At its first meeting of the year in May, the budget committee shall elect a presiding officer from among its members. It may also establish such other ground rules as necessary for successful operation of the committee. A majority of the constituted committee is required for passing an action item. The budget committee shall hold one or more meetings to receive the budget message, receive 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 officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public.

The budget committee may request from the President any information used in the preparation of or for revising the budget document. The committee may request the attendance of any College employee at its meetings. The budget committee approves the recommended budget document as submitted by the President or as subsequently revised by the committee for adoption by the Board. After approval of the recommended or revised budget document, the budget committee's duties cease, but may be reactivated at any time during the fiscal year for budget changes as specified by law. The hearing on the adopted budget is held by the Board prior to June 30 of each year.

END OF POLICY

Legal Reference(s):

ORS 174.130

ORS 192.610 - 192.710

ORS 294.305 - 294.565

ORS 341.357