

**EVERGREEN SCHOOL DISTRICT**  
**BUDGET ADVISORY COMMITTEE BY-LAWS**

**ARTICLE I**

Name of Committee

The name of this committee shall be the Evergreen School District Budget Advisory Committee.

**ARTICLE II**

Objectives

The District desires to establish a Budget Advisory Committee to promote transparency and stakeholder understanding of the District's fiscal resources.

The purpose of the Budget Advisory Committee is to monitor the development and implementation of the budget and make appropriate recommendations for the Superintendent's consideration.

Committee members will monitor the District's annual budget development process, share information with respective stakeholder groups, and make appropriate policy-level recommendations for the Superintendent's consideration.

Committee members will develop/revise by-laws for the Budget Advisory Committee's operation and membership.

**ARTICLE III**

Membership

**Section 1. Composition of the Budget Advisory Committee**

1. The Budget Advisory Committee shall be composed of the following voting members who shall serve an unlimited term.
  - a. Five parent/community members

- b. Four teachers
- c. Three classified employees
- d. Three administrators
- e. Non-voting members: Chief Business Officer, Director of Communications and Community Engagement, and Business Services Specialist

The non-voting members will not vote and will maintain the role of furnishing and explaining financial data to the Budget Advisory Committee.

### **Section 2. Voting Rights**

Each member as defined in Article III, Section 1 except non-voting members shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Budget Advisory Committee.

### **Section 3. Termination of Membership**

A member shall no longer hold membership should he/she relocate outside of the District or no longer meet the membership requirements under which he/she was selected. The committee, by affirmative vote of two-thirds of all members, can suspend or expel a member.

### **Section 4. Transfer of Membership**

Membership in the Budget Advisory Committee is non-transferable.

### **Section 5. Resignation**

Resignations will be accepted upon written notice to the chairperson.

### **Section 6. Vacancy**

Any vacancy of this committee shall be filled for the remainder of the term by the appropriate group which the member represented.

## **ARTICLE IV**

### Officers

#### **Section 1. Officers**

The Budget Advisory Committee shall elect the following officers: chairperson, co-chairperson, and secretary.

#### **Section 2. Election and Term of Office**

The chairperson, co-chairperson, and the secretary of the Budget Advisory Committee shall be elected annually and shall serve for one year in each office. The co-chairperson shall assume the position of chairperson at the first meeting of the school year following his/her term as co-chairperson.

#### **Section 3. Duties of the Chairperson**

1. To preside at all meetings of the Budget Advisory Committee.
2. To sign letters, reports, and other communications of the Budget Advisory Committee.
3. To perform all duties applicable to the office of chairperson.

#### **Section 4. Duties of the Co-chairperson**

1. To substitute for the chairperson in his/her absence.
2. To perform duties that may be assigned by the chairperson.

#### **Section 5. Duties of the Secretary**

1. To take complete minutes of the transactions of each Budget Advisory Committee meeting.
2. To keep all minutes in order for each reference.
3. To ensure that minutes are distributed to the committee members one week prior to the next Budget Advisory Committee meeting.

4. To maintain an up-to-date directory of the address and telephone number of each member.
5. To be responsible for recording attendance.
6. To perform such duties as may be assigned to the office by the chairperson.

## **ARTICLE V**

### Meetings of the Budget Advisory Committee

#### **Section 1. Regular Meetings**

The Budget Advisory Committee shall meet five times during each fiscal year. Meeting dates shall be set at the first meeting of each fiscal year.

#### **Section 2. Special Meetings**

Special meetings may be called by the chairperson or by majority vote of the Budget Advisory Committee.

#### **Section 3. Place of Meetings**

The Budget Advisory Committee shall hold its regular meetings and its special meetings in a facility provided by the school district.

#### **Section 4. Notice of Meetings**

Members of the Budget Advisory Committee shall receive mailed and/or emailed notification of all regular and special meetings.

#### **Section 5. Quorum**

A quorum shall consist of a simple majority of the council members.

#### **Section 6. Decisions of the Budget Advisory Committee**

All decisions of the Budget Advisory Committee shall be made by an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

**Section 7. Conduct of Meetings**

All regular and special meetings of the Budget Advisory Committee shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

**Section 8. Open Meetings**

All regular and special meetings of the Budget Advisory Committee shall be open at all times to the public and to representatives from the school district.

**ARTICLE VI**

Amendments

These by-laws may be amended at any time by a two-thirds affirmative vote of the committee members in attendance. The members shall receive written notice of the proposed amendments at least ten (10) days prior to action on said amendments.