

APPENDIX D

Bylaws of the Budget Committee

Ontario-Montclair School District

**BYLAWS
BUDGET COMMITTEE
FOR SPECIAL EDUCATION**

**ARTICLE I
NAME**

The name of this organization shall be the Ontario-Montclair School District Budget Committee for Special Education, referred to hereafter as Budget Committee.

**ARTICLE II
DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the Budget Committee for Special Education include the following:

- Review and discuss the Annual Budget Plan of the Ontario-Montclair School District Special Education Local Plan Area (SELPA) prior to the required public hearing and approval by the Ontario-Montclair School District Board of Trustees (Board).
- As necessary, review, monitor, and recommend revisions to the Annual Budget Plan during the fiscal year.
- Receive and/or provide updates on local, regional, state, and federal special education financial or budgetary matters.
- Discuss and review the financial implications of potential significant changes to Ontario-Montclair School District (District) Special Education programs or other District programs that may financially impact the SELPA.
- Discuss and review the financial implications to the SELPA of potential significant changes planned or implemented by other SELPAs and/or other school districts.
- Discuss and review any necessary changes in SELPA and/or District budget policies and procedures and make recommendations to the SELPA Executive Director.

**ARTICLE III
MEMBERSHIP**

3.1 Composition. The Budget Committee shall be composed of the Chief Financial Officer, the Coordinator of Fiscal Services, a Budget Analyst, a Special Education Director II, a Program Specialist, and a site administrator.

3.2 Appointment for Membership. For the District positions noted in Section 3.1, where more than one District employee is eligible for membership, the SELPA Executive Director shall select one eligible member from the eligibility list for each position. The SELPA Executive Director will then present the selections to the Board for appointment at a regularly scheduled Board meeting.

3.3 Term of Committee Membership. The term of office for a Budget Committee member shall be one year. There are no terms limits.

3.4 Voting Rights. All members will have voting rights. Each voting member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Budget Committee. In order to ensure active participation, absentee ballots shall not be permitted.

3.5 Resignation. Any member may resign by filing a written resignation.

ARTICLE IV **DUTIES OF MEMBERS**

4.1 Chief Financial Officer. Among other duties, the Chief Financial Officer shall:

- (a) preside at all meetings of the Budget Committee;
- (b) prepare agendas for Budget Committee meetings with the SELPA Executive Director;
- (c) coordinate appropriate notice to the public of Budget Committee meetings;
- (d) act as liaison with District Administration and staff;
- (e) be responsible for implementation of Budget Committee decisions;
- (f) have signatory authority on behalf of the Budget Committee;
- (g) act as spokesperson for the Budget Committee; and
- (h) assume other responsibilities as directed by the Budget Committee.

4.2 Coordinator of Fiscal Services. Among other duties, the Coordinator of Fiscal Services shall:

- (a) conduct meetings in the absence of the Chief Financial Officer;
- (b) be responsible for execution of the bylaws;
- (c) act as liaison with the District Administration and staff;
- (d) maintain membership and attendance records;

- (e) seek Budget Committee approval prior to public distribution of materials;
- (f) record, or cause to be recorded, accurate, concise, and permanent minutes of the Budget Committee meetings;
- (g) attend to correspondence;
- (h) act as Treasurer as the need arises;
- (i) maintain a current list of Budget Committee members, including dates of initial membership and end of membership;
- (j) enter all amendments to the bylaws onto the master copy thereof;
- (k) assist with the preparation and distribution of agendas for Budget Committee meetings, as requested; and
- (l) assume other responsibilities as directed by the Budget Committee.

ARTICLE V **MEETINGS**

5.1 Number of Meetings. The Budget Committee shall meet as frequently as deemed necessary, but shall have no less than one (1) regularly scheduled meeting each year.

5.2 Meeting Calendar. An annual meeting calendar for all regularly scheduled meetings shall be developed and approved at the final meeting of the school year, for the following school year. The annual meeting calendar shall establish the date, time, and location of each regularly scheduled meeting.

5.3 Meeting Agenda. The meeting agenda shall be prepared, posted, and distributed to all members prior to the meeting. The meeting agenda shall specify the date, time, and location of the meeting and shall contain a brief general description of each item of business to be conducted or discussed at the meeting. Items to be included on an upcoming meeting agenda must be submitted to the Chief Financial Officer at least ten days prior to the meeting.

5.4 Notice of Meetings. All regularly scheduled meetings shall have prior public notice and be open to the public. Public notice shall be sent to each school requesting posting.

5.5 Place of Meetings. The Budget Committee shall hold its meetings in readily accessible barrier-free facilities provided by the District.

5.6 Quorum. A quorum shall be at least one-half of the membership of the Budget Committee. Meetings may not be held with less than a quorum present.

5.7 Decisions of the Budget Committee. All decisions of the Budget Committee shall be made only after an affirmative vote of a majority of its members in attendance, provided a

quorum is in attendance. A majority vote shall be defined as more than one-half of the total votes of a quorum.

5.8 Minutes. Minutes shall be recorded, or caused to be recorded, by the Coordinator of Fiscal Services and posted on the SELPA website in draft form as soon as possible following a meeting.

5.9 Conduct of Meetings. All meetings of the Budget Committee shall be conducted in accordance with Robert's Rules of Order, or in accordance with an appropriate adaptation thereof.

5.10 Format. All meetings shall be open to the public.

5.11 Special Meetings. Special Meetings can be called as needed by the Chief Financial Officer or two members of the Budget Committee.

ARTICLE VI **ACCOUNTABILITY AND RESPONSIBILITY**

The Budget Committee shall act in an advisory capacity. The recommendations of the Budget Committee shall be directed to the SELPA Executive Director. The responsibility for action on any recommendations shall rest with the Board.

The SELPA Executive Director shall provide each Budget Committee member with a copy of the currently-approved Local Plan.

ARTICLE VII **AMENDMENTS**

Recommendations for proposed amendments to the bylaws require a two-thirds vote of the Budget Committee members present. The recommendations will then be forwarded to the SELPA Executive Director and are subject to approval by the Board. Amendments to the bylaws do not require an amendment or revision to the Local Plan.

ARTICLE VIII **RATIFICATION**

Recommendation for ratification of the bylaws requires a two-thirds vote of the Budget Committee members present. The recommendation is then forwarded to the SELPA Executive Director and is subject to approval by the Board.