

ROGUE COMMUNITY COLLEGE
Budget Committee Roles and Responsibilities
ORS 294.414

A. Budget Committee Membership:

The budget committee membership includes all seven-elected Board of Education members as well as seven board appointed community members.

B. Appointed budget committee members

1. The Board will appoint seven community members to serve on the budget committee.
2. Members are appointed by the Board for staggered three-year terms.
3. All members have equal authority and responsibility.
4. Members may not receive compensation.
5. Members may be appointed to serve again.

C. The Budget Committee is subject to public meeting laws

Committee members can discuss the budget outside of the meetings if less than a majority is present, otherwise it is considered a meeting and subject to public meeting laws.

D. Budget Committee actions

Any action by the budget committee requires approval by a majority of the entire committee. If a quorum (8 members) is not present at the meeting, members who are present may discuss committee business, but no formal action may be taken.

E. The Budget Committee is charged with holding one or more public meetings to:

1. Receive the budget message and the proposed budget document.
2. Provide members of the public an opportunity to ask questions about and comment upon the budget document.
3. Approve the budget document as submitted by the budget officer or as revised and prepared by the budget committee.
4. Approve the amount of the ad valorem property tax, or the rate per \$1,000 of assessed value, for each levy that will be certified to the assessor.

F. The Budget Committee as a whole can:

1. Hold an orientation or training session prior to the first official meeting.
2. Request any information for the preparation or revision of the budget document.
3. Direct the Budget Officer to increase or decrease the proposed budget.
4. Require staff members to attend budget committee meetings.

G. The Budget Committee does not directly:

1. Establish or eliminate specific educational programs or services.
2. Approve new personnel, employee contracts, or salary schedules.

H. The Budget Committee may request additional information from the Budget Officer:

1. During the budget committee meetings.
2. Between meetings.