

# Proposed By-Laws: Budget Advisory Committee

## Name

The committee shall be known as the Los Gatos-Saratoga Union High School District Budget Advisory Committee ("BAC" or "Committee"). The committee's duties and membership are guided by Board Policy 3100 and Administrative Regulation 3100.

## Purpose

The purpose of the Budget Advisory Committee is to:

- Advise the Board of Trustees on the district's budget
- Maintain transparency of all District's funding and financial planning
- Review and share information with constituent groups
- Generate recommendations for the budget development process

## Responsibilities

The Committee serves as a source of information for interested parents, students, and community organizations to foster deeper understanding and promote public participation.

The Committee operates at the discretion of the Board of Trustees. The priorities of the Board guide the work of the committee. Annually the board provides direction to the committee on which areas the Board would like the committee to focus. Responsibilities may include, but not necessarily be limited to:

- Making recommendations regarding budget priorities
- Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
- Reviewing the clarity and effectiveness of budget documents and communications
- Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board
- Collaborating as appropriate with other advisory committees
- Holding committee meetings that are open to the public at least four times in a school year
- Assisting in educating the community about the budgeting process
- Providing, upon the Board's request, studies and recommendations on special topics or issues

All recommendations of the committee shall be advisory only and shall not be binding on the Board or the Superintendent or designee.

## Membership

Membership of the district's budget advisory committee may include representatives of each of the following groups:

- Board of Trustees members, provided that less than a majority of the Board serves on the committee
- District and school site administrators
- Representatives of bargaining units
- Certificated and/or classified staff
- Parents/guardians
- Representatives of the business community and/or other community members
- Students

## Proposed By-Laws: Budget Advisory Committee

### Voting Members:

The Committee is composed of a minimum of seven and a maximum of eleven voting members. Ideally, Committee membership should reflect the geographic and demographic makeup of the District.

Representatives of the school district's bargaining groups and student representatives shall be voting members.

The Parcel Tax Oversight Committee and the Citizen's Bond Oversight Committee may each appoint one of their members to the BAC. These shall be voting members.

The committee shall develop specific membership goals based on these bylaws.

### Non-voting Members:

A staff liaison shall take meeting notes and assist the chair with clerical support. The staff liaison will ensure that the meetings are publically noticed according to the Brown Act.

Up to six school district administrators and two board members may be appointed as non-voting Committee members.

### Vacancies

The Board of Trustees publicly advertises Committee member openings.

When there is a vacancy, applications will be reviewed by the Committee Chair. Each applicant will be contacted by the Committee Chair or designee and will be requested to attend at least one meeting or to meet with the committee leadership before the application is voted on by the Board. Applicants may be contacted by members of the School Board or advisory committee to learn more about the applicant's background and interest.

### Appointment of Members

Members will be appointed by the School Board at a regularly scheduled board meeting. Qualified individuals who have been properly screened and approved by the board shall be accepted as members of the BAC without regard to sex, race, religion, color, national origin, age, marital status, or disability.

### Conditions of Membership

#### Length of Membership:

Except for student representatives, voting members are limited to two consecutive two-year terms and may reapply for appointment after not having served on the Committee for one year. To serve beyond these limits, the School Board must grant a waiver. During the initial phase in period, 50% of the voting members (excluding students) shall be appointed for a three-year term. The length of term shall be decided by lottery.

Student representatives serve a one-year term. Students may serve an additional year as long as they remain students in the school district.

### Residency

Except for school district staff and students and individuals receiving a special waiver, voting Committee members shall reside within the boundaries of the School District.

## Proposed By-Laws: Budget Advisory Committee

### Quorum

Binding action by the Committee, including recommendations to the Board and/or the Superintendent, take place only in the presence of a quorum of its membership. A quorum consists of a simple majority of voting members. If there are an even number of voting members a quorum consists of 50% plus one.

### Resignation/Dismissal

A committee member who wishes to resign from the BAC shall address their request in writing to the committee Chair, and the Chair shall accept their request. The Chair shall inform the School Board of the member's resignation.

A member may be dismissed from the committee and the dismissal shall be effective upon board action.

### Member Expectations

Committee members:

- Become knowledgeable about the School District budget
- Attend at least 75% of the meetings held each year
- Actively participate as a member of at least one subcommittee
- Work to improve effective community support for the Los Gatos-Saratoga Union High School District budget

On Committee matters, members speak publicly through the Committee Chair.

### Officers

The officers of the Committee consist of one Chair and one Vice Chair, each elected by a majority vote of Committee members voting at its organizational meeting of the school year. Committee chairs may only serve two consecutive one-year terms, and may be nominated for the Chair position again after two years of not having served in that role.

Elections for officer positions will generally come at the last BAC meeting of the fiscal year (prior to June 30). If a quorum cannot be secured at that time, the Committee will hold its organizational meeting at the beginning of the next school year. If necessary, the Ex Officio Chair may serve as the Interim Chair until elections have been held.

### Duties of the Chair

The Chair:

- Convenes regularly scheduled BAC meetings and presides over all meetings of the Committee at which he/she is present;
- Arranges for other officers to preside at each meeting that he/she cannot attend in the following order: Vice Chair, Subcommittee Chair;
- Assigns members to subcommittees and/or workgroups;
- Prepares and/or approves a meeting agenda in advance of each meeting. Persons wishing to add agenda items may contact the Chair who shall determine whether to add the item to the agenda;
- In coordination with the staff liaison ensures that members receive a copy at least three days prior to each regularly scheduled meeting;
- Takes and maintains attendance of BAC members;

## Proposed By-Laws: Budget Advisory Committee

- Ensures that members receive a copy of the meeting agenda and minutes of the previous meeting at least three days prior to each regularly scheduled meeting;
- Reviews the meeting minutes drafted by district staff and approves for dissemination;
- Serves as the BAC Parliamentarian; and
- Keeps records of BAC actions, including overseeing the taking of minutes at all BAC meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each BAC member, and assuring that records are maintained in partnership with the BAC staff liaison; and
- Is the principal spokesperson for the BAC.

### Duties of the Vice Chair

The Vice Chair:

- Acts in place of the Chair whenever the Chair is absent or unavailable.

### Advisors

The CBO or designee serves as the principal advisor to the Committee and provides staff support as needed. Additional staff members may serve as consultants to the Committee and/or its subcommittees.

### Voting

A simple majority of current voting members (i.e., a quorum) is required for a motion to be adopted. Any vacancies on the committee shall not be included in the calculation of a quorum. Robert's Rules of Order are the guidelines for voting procedures.

### Meeting Dates and Times

The Committee meets at least quarterly during the school year. The Chair shall present a recommended calendar of meetings for the year, which shall be approved during the first BAC meeting of the school year. A copy of this calendar is provided to the Clerk of the Board of Trustees and the superintendent.

The calendar shall be posted to the district's web site. The meeting calendar may be changed by the committee by a simple majority vote. Any change to the meeting calendar shall be published on the district's web site at least two weeks prior to any changed meeting date or time.

### Meetings/Brown Act

The Budget Advisory Committee's meetings are considered public meetings under the Brown Act and are subject to freedom of information requests. Any gathering (physical or virtual) of a quorum of voting members of the committee at which current or likely future business of the Committee is discussed among members is considered a meeting. Social events are not meetings if no part of the purpose of the gathering is a transaction or discussion of matters of public business and the gathering is not prearranged for that purpose.

Meetings of the advisory committee are held in public, consistent with the requirements of California law. Committee meetings are scheduled by the Committee Chair. Agendas, presentations, and any documents for distribution at the meeting are made available to Board members and the public at least three days prior to committee meetings. Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public,

## Proposed By-Laws: Budget Advisory Committee

before or during the BAC's consideration of the item, provided that no action shall be taken on any item not appearing on the agenda.

Written meeting minutes will be made public once approved by a quorum of the committee.

Special meetings of the Committee shall be called at the request of the Chair. Notices of special meetings shall be sent out by the Chair at least one week in advance. In the case of an urgent meeting, the Chair may make an exception; however, a notice shall be posted publically at least three business days prior to the meeting.

### Subcommittees

The BAC may create subcommittees as needed. Subcommittees are limited term ad hoc committees that are composed of less than a quorum of Board members and are charged with accomplishing a specific task in a short period of time. As such they are not subject to the Brown Act.

### Amendments

These Bylaws may be amended when necessary by a majority of the Board of Trustees.