

**PROPOSED BYLAWS  
BUDGET ADVISORY COMMITTEE (BAC)**

**Discussion at Aug 31, 2022 BAC Meeting**

**1.0 PURPOSE**

1.1 The Governing Board approved the following at its 12/12/06 meeting:

The Budget Advisory Committee (BAC) composed of 24 members, constituted to advise the Superintendent on budget issues, with a purpose to:

- (a) understand the budget development process,
- (b) discover how the budget is the reflection of the district's educational programs,
- (c) articulate the components of the budget to constituents, and
- (d) provide input on budget enhancements and reductions.

1.2 The BAC shall serve strictly in an advisory capacity to the Board by making recommendations on budgetary issues for the benefit of the District. The BAC shall not participate in any capacity in District personnel matters.

1.3 The Budget Advisory Committee (BAC) shall not have the authority to vote or take action on behalf of the Board.

1.4 The BAC may report its suggestions to the Board as do the other standing Board committees, such as the Parent Advisory Committee, Measures C and J Citizen's Bond Oversight Committees, and the Anti-Bias Anti-Racism Advisory Committee (ABAR).

**2.0 MEMBERSHIP**

2.1 When the Board organize the BAC, the committee consisted of 24 members, but proposed and acted on April 22, 2013 to *"remove representatives of the seven business/municipalities due to lack of representatives from the Chambers of Commerce as Chambers. These groups informed us of their members' unavailability to participate. It was also recommended and acted upon that the Superintendent's Parent Advisory Committee (PAC) and Gifted & Talented Advisory Committee representatives be removed as the committees no longer existed."*

2.1.1 The other remaining 4 district committees were each designated a seat on the BAC: Measure A, Measure C, Community Advisory Committee (CAC) for Special Education, District English Language Advisory Committee (DELAC). The committee participant numbers were reduced from 24 to 15.

2.1.2. In August 2019, the Governing Board appears to have added a representative from Measure J, but no records have been found to substantiate this. At this time the BAC was increased to 16 members.

2.1.3. In February 2022, the Governing Board approved a staff recommendation to eliminate the Measure A representative as there is no active, board appointed or otherwise committee in place to represent. At this time, the BAC decreased to 15 members.

2.1.4 Each Board member nominates 1 representative to serve on the BAC for a total of 5 total BAC members.

2.1.5 One additional BAC member will be chosen by each respective organization, from the following groups, for a total of 6 bargaining groups/organizations:

- American Federation of State, County and Municipal Employees (AFSCME)
- California School Employees Association (CSEA)
- Diablo Management Association (DMA)
- Mt Diablo Educators Association (MDEA)
- Mt Diablo School Psychologist Association (MDSPA)
- Teamsters

2.2 BAC members shall serve on a voluntary and unpaid basis.

2.3 BAC members shall serve a 2 three-year non-renewable term that begin the first meeting after board appointment, and each must be formally approved by the Governing Board as an agenda item before becoming a member of the BAC.

2.4 Board appointed BAC members cannot assign or designate substitutes or alternative members to take their position at any members.

### **3.0 DUTIES**

3.1 The specific duties of the BAC are to:

3.1.1 Understand the budget development process,

3.1.2 Discover how the budget is the reflection of the district's educational programs,

3.1.3 Articulate the components of the budget to constituents, and

3.1.5 Provide input on budget enhancements and reductions.

## 4.0 MEETINGS

- 4.1 The BAC shall conduct and facilitate open and public meetings in accordance with the Ralph M. Brown Act under Government Code section 54950 *et seq.*
- 4.2 Attendance at meetings is important in order to provide constituents an opportunity to receive information on topics under their purview and other information staff may add to the agenda. The BAC members may request topics be added to the agenda for further discussion if the topic is within the purview of the BAC.
- 4.3 The BAC shall provide notice of each meeting, together with an agenda, the draft minutes of the preceding meeting, and supporting meeting materials, to its members no less than three (3) days/72 hours in advance, as is required by the Brown Act.
  - 4.3.1 All documents for each meeting be made available on the MDUSD website on the Budget Advisory Committee page.
  - 4.3.2 Any and all requests for access to other public records are governed by the California Public Records Act [Gov. Code § 6250 *et. seq.*], and shall be directed to district staff.
- 4.4 A majority of the appointed members of the BAC is required to constitute a quorum for the purposes of conducting its business and exercising its duties. As such, it is important that the BAC meetings can be held as scheduled with a quorum, defined as 51% of the filled seats on the committee. If the BAC has 16 members, but there are 3 vacancies, 7 members would be required at the start of the meeting to constitute quorum.
- 4.5 If the Chief Business Officer/Director of Fiscal Services is notified at least two (2) business days in advance of a scheduled meeting that a quorum will not be present, staff will cancel the meeting and notice the members of the cancellation.
- 4.6 In the event that a BAC meeting is cancelled due to the lack of a quorum, the BAC meeting may be re-scheduled or re-convened to a specified date, time, and place.
- 4.7 The BAC may adjourn any regular or special meeting to a time and place specified in the order of adjournment.
- 4.8 The BAC shall conduct meetings at least six (6) times each year.