



## **BUDGET AND FINANCE ADVISORY COMMITTEE**

### **Bylaws**

*Revised  
July 10, 2018*

## **Article I: Authority**

*Section One. Establishment.* Under provisions of district policy BDF(Local), the Superintendent establishes the Budget and Finance Advisory Committee (BFAC) as an advisory body of the Austin Independent School District. The Superintendent shall designate an appropriate staff member to serve as the BFAC Coordinator (the Coordinator).

*Section Two. Limitations.* The BFAC serves at the discretion of, and reports to, the Superintendent. Any recommendations of the BFAC to the Board must go through the Superintendent. The BFAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

*Section Three. Bylaws.* It shall be the responsibility of the Coordinator of District Advisory Bodies, in consultation with the Coordinator, to establish and amend the bylaws. The BFAC shall observe the bylaws.

*Section Four. Sunset.* Under provisions of district policy BDF(Local), the BFAC shall be subject to a biennial sunset review process, to determine whether the BFAC continues to serve as an advisory body of the district.

## **Article II: Purpose and Areas of Focus**

The purpose of the BFAC is to provide guidance and counsel on matters of budget and finance as may be determined by the district administration. Accordingly, the focus of the BFAC's advisory capacity may include, but is not limited to, the following areas:

1. Annual schedule for budget development and approval.
2. Planning and conducting stakeholder engagement activities, and gathering and assessing stakeholder input.
3. Development and review of proposed budgets.
4. Alignment of proposed budgets with the district's Strategic Plan.
5. Budgetary efficiencies and cost-savings.
6. Budget and finance implications to staffing, facilities, and operations.
7. Evaluation of programs and initiatives in terms of performance and cost-effectiveness for the purpose of determining appropriate budgetary investments.
8. Best practices in school district budget and finance.
9. District financial ratings.
10. Local property tax rates.
11. Financial development and alternative forms of finance.
12. State and federal school financing and district legislative agenda.
13. Transparency and accessibility of data, information, and technology.

## Article III: Meetings

*Section One. Regular Meetings.* The BFAC shall conduct regular meetings, and the Coordinator shall determine the regular meeting schedule. The regular meeting schedule shall be placed on the BFAC website. The regular meeting schedule may be revised as necessary by the Coordinator. If necessary, the Coordinator, in consultation with the Co-Chairs, may cancel a regular meeting with good cause (i.e., inclement weather or other adverse conditions), and determine if the meeting should be rescheduled. Members shall be given the reason for meeting cancellations, and be given sufficient notice of cancelled or rescheduled meetings.

*Section Two. Subcommittees.* The Coordinator may establish subcommittees of the BFAC from time to time on any matter as deemed necessary or appropriate. Subcommittees may not constitute a quorum of the BFAC. The Coordinator shall determine whether subcommittee meetings are open to the public (if they are open to the public, meetings must be posted under provisions of Section Nine of this Article). The Coordinator may select a BFAC member to serve as the chair of a subcommittee. Unless otherwise directed by the Coordinator, subcommittees shall meet at the discretion of the subcommittees. Subcommittees are not required to have a regular meeting schedule. Subcommittees shall report findings or recommendations to the BFAC through the Coordinator. Unless otherwise directed by the Coordinator, subcommittees are not required to take minutes of meetings.

*Section Three. Open Meetings.* All regular meetings of the BFAC shall be open to the public, and the public shall have a reasonable opportunity to provide comment. The Co-Chairs may limit the time given to speakers. [See the district's Communications and Visitor Requirements.]

*Section Four. Quorum.* For meetings of the BFAC, a quorum shall be the majority of the current membership. Meetings may still be held without a quorum for purposes of presentations or discussion. However, no actions or voting may take place without a quorum.

*Section Five. Attendance.* Member attendance shall be monitored by the Coordinator, who shall work with members to try and resolve any attendance problems. More than three unexcused absences within a one-year period may result in dismissal by the Coordinator. Excused absences include, but are not limited to, personal or family illness, emergency situations, jury or military duty, or mandatory employment duty. It shall be the responsibility of members to report excused absences to the Coordinator, and the Coordinator shall record excused absences. In cases of numerous excused absences or long-term absence, the Coordinator shall consider the factors in each individual case and determine whether continued service on the BFAC is practicable.

*Section Six. Virtual Attendance.* Members may virtually participate in meetings through various means, to the extent they are readily available to the Coordinator.

*Section Seven. Decision-Making.* Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Proxy voting shall not be permitted.

*Section Eight. Email Voting and Polling.* In lieu of a meeting, from time to time the Coordinator may request members to vote or take a poll on a certain matter via email. However, this should not be a common practice.

*Section Nine. Agendas.* Agendas shall be prepared for all regular meetings and posted on the BFAC website and at the AISD central office at least 72 hours in advance of meetings. Agenda items shall normally be determined by the Coordinator, in consultation with the Co-chairs. However, a majority of the BFAC may place an item on a future agenda.

*Section Ten. Minutes.* Minutes shall be kept for all regular meetings and other plenary meetings. Minutes may be kept for subcommittees at the direction of the Coordinator. Minutes are records of meeting highlights, and are not intended to provide a high level of detail. At a minimum, minutes shall include: attendance of members, staff, and visitors; the time the meeting was called to order and adjourned; the outcome of any votes or other actions; and a brief synopsis of the meeting proceedings. Minutes for regular meetings and other plenary meetings shall be approved by the BFAC and posted on the BFAC website.

#### **Article IV: Membership**

*Section One. Membership Criteria.* Membership of the BFAC shall strive to reflect the geographic, ethnic, gender, and economic diversity of the district. The membership of the BFAC shall consist of the following at a minimum, but additional members may be added at the discretion of the Coordinator:

1. Twelve parents or legal guardians of current AISD students, or community members, who are not also employees of the district.
2. Two business partner representatives.
3. One governmental partner representative.
4. Four district employees, other than staff of the Office of Finance. At least two of the district employees must be from campuses.

*Section Two. Term of Service.* The term of service for an appointment shall be for two years, normally beginning at the start of a school year. Members may serve multiple terms.

*Section Three. Member Selection.* The Coordinator shall be responsible for selecting individuals for service on the BFAC, based on applications received, as well as referrals from campuses, BFAC members, and other appropriate sources. The district's standard membership selection considerations shall be applied.

*Section Four. Mid-Term Vacancies.* If a member resigns or is dismissed, the Coordinator shall fill the position if a year or more remains in the term; if less than a year remains in the term, the position may be left vacant for the remainder of the term at the discretion of the Coordinator.

*Section Five. Change in Member Status.* If the status of a member changes, the Coordinator may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the Coordinator may allow the member to continue to serve in the current position for a period of up to one year.

*Section Six. Continued Operation.* Any vacated terms left unfilled under Sections Four and Five of this Article shall not cause the BFAC to discontinue its operations.

*Section Seven. Conflict of Interest.* Conflicts of interest shall include, but are not necessarily limited to, the following:

- Having a pecuniary interest in any discussions or recommendations of the committee.
- Involvement in any litigation or procedural challenges against the district.

Any cases or possible cases of conflict of interest shall be referred to the Coordinator of District Advisory Bodies, who may consult with the General Counsel as necessary, for appropriate action. If a member is determined to have a conflict of interest, appropriate action may include:

- Required recusal from a particular agenda item or items.

- Required recusal from a particular meeting or meetings.
- Removal from the committee.

*Section Eight. Code of Conduct.* The district welcomes freedom of expression and debate. However, DSC members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, district parents and students, district staff and Trustees, and members of other district advisory committees. In meetings, members must be recognized by the Co-Chairs before speaking, and otherwise respect the order maintained by the Co-Chairs. Unless otherwise authorized by the DSC, members shall not speak for the DSC; and, unless otherwise authorized by the administration, members shall not speak for the district. Members, by their comments and/or actions, shall not reflect badly on the DSC. Violation of this code of conduct may result in reprimand or dismissal by the Coordinator, who may consult with the Coordinator of District Advisory Bodies for appropriate action.

*Section Nine. Undue Advantage.* DSC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in dismissal by the Coordinator. (As examples, it would be considered an undue advantage if a person included his or her membership in the DSC in the reasoning for allowing a student transfer or for allowing a student entry into a particular program; however it would not be considered an undue advantage for a person to include DSC membership on his or her resume.)

## **Article V: Co-Chairs**

*Section One. Election.* The BFAC shall elect a minimum of two Co-Chairs, but may elect a maximum of three Co-Chairs. No more than one Co-Chair may be an employee of the district.

*Section Two. Term of Service.* Each Co-Chair shall serve a one-year term. Co-Chairs may serve multiple terms. Co-Chair elections shall normally be held at the start of a school year.

*Section Three. Mid-Term Vacancies.* If a vacancy occurs after a Co-Chair's term has commenced, the BFAC shall elect a new Co-Chair to serve for the remainder of the term.

*Section Four. Responsibilities.* The responsibilities of the Co-Chairs shall include:

1. Determining BFAC agendas in consultation with the CFO.
2. Presiding at meetings of the BFAC (refer to the district's Information for Chairs of Advisory Committees). The Co-chairs shall ensure basic parliamentary procedure, and apply the district's Citizens Communications and Visitor Requirements
3. Representing the BFAC, and signing all letters, reports, and other communications on behalf of the BFAC.

*Section Five. Removal of Co-Chairs.* The elected Co-Chairs serve at the will of the BFAC. A two-thirds majority of the BFAC may at any time remove a Co-Chair. Such action in itself does not equate to dismissal from the BFAC.

## **Article VI: Administrative Support**

*Section Two. Role of the Coordinator.* In addition to the responsibilities previously described under other Articles, the responsibilities of the Coordinator shall include, but are not limited to:

1. Securing adequate facility arrangements and support staff for meetings.

2. Providing members and support staff with agendas and background materials prior to meetings.
3. Serving as custodian of BFAC records, including the status of member terms.
4. Ensuring that minutes of BFAC meetings are kept.
5. Ensuring that agendas and approved minutes are appropriately posted, and that the BFAC website is maintained.
6. Ensuring that orientation information is provided to new BFAC members.
7. Communication and consultation as needed with the Coordinator of District Advisory Bodies.