



## **BUDGET AND FINANCE ADVISORY COMMITTEE**

### **Bylaws**

*Approved by the Budget and Finance Advisory Committee  
September 21, 2011*

## **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.

*Section Two. Limitations.* The BFAC serves at the discretion of 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 BFAC, upon the advice and counsel of the Coordinator of District Advisory Bodies, to establish and amend 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 Chief Financial Officer (CFO) 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.

*Section Two. Subcommittees.* The BFAC may establish subcommittees from time to time on any matter as deemed necessary or appropriate. Subcommittee members may elect a chair to facilitate subcommittee meetings. Subcommittee meetings shall be held at the discretion of the subcommittee members. Subcommittees shall report findings or recommendations to the BFAC.

*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 AISD Advisory Bodies Citizens Communications and Visitor Guidelines.] Subcommittee meetings are not open to the public.

*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 Co-Chairs, who shall work with members to try and resolve any attendance problems. More than three absences within a one-year period may result in dismissal by the Co-Chairs.

*Section Six. 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. Each member shall be entitled to one vote per motion. Proxy voting and absentee ballots shall not be permitted; a member must be present to vote.

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

*Section Eight. Formal Written Statements.* The CFO shall ensure that any formal written statements of the BFAC, such as recommendations, resolutions, or reports, are provided for the information of the Superintendent and the Board of Trustees, 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 CFO:

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 in September. Members may serve multiple terms.

*Section Three. Member Selection.* The CFO shall be responsible for selecting individuals for service on the BFAC, based on applications received, as well as referrals from campuses, BFAC members, the District Advisory Council, and other appropriate sources.

*Section Four. Mid-Term Vacancies.* If a vacancy occurs after a member's term has commenced, the position may be filled under provisions of Section Four of this Article for the remainder of the term.

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

*Section Six. Conflict of Interest.* No individual shall be nominated for or hold a position on the BFAC if that individual has a direct pecuniary interest in the recommendations of that committee and decisions made by the Board of Trustees. Even the appearance of a conflict of interest should be avoided if at all possible. A lone agenda item shall not be cause for the elimination of an individual's membership; however, any such individual shall refrain from participation in decisions and voting as to that issue.

*Section Seven. Code of Conduct.* BFAC members shall conduct themselves at all times with courtesy and respect to other members and district staff. Members are encouraged to speak freely during meetings, but must provide other members with the same opportunity. Unless otherwise authorized by the BFAC, members shall not speak for the BFAC; and, unless otherwise authorized by the administration, members shall not speak for the district. Violation of this code of conduct may result in dismissal by the Co-Chairs.

*Section Eight. Undue Advantage.* BFAC 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 Co-Chairs. (As examples, it would be considered an undue advantage if a person included his or her membership in the BFAC 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 BFAC 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 in September.

*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. The Co-Chairs may delegate timekeeping responsibility to a member.
3. Enforcing commonly accepted parliamentary procedure (i.e., the latest version of Robert's Rules of Order), or delegating this responsibility to a member to serve as parliamentarian.
4. Representing the BFAC, and signing all letters, reports, and other communications on behalf of the BFAC.
5. Monitoring member attendance.
6. Dismissing members from service as may be necessary.
7. Performing other responsibilities as may be prescribed by the BFAC.

#### **Article VI: Administrative Support**

*Section One. Executive Liaison.* The CFO shall serve as an executive liaison between the BFAC and the Superintendent and Senior Cabinet.

*Section Two. Coordination.* The CFO may work in coordination with the Chief Performance Officer, Executive Director of Innovation and Development, and other senior administrators as necessary or appropriate to support the BFAC.

*Section Three. Ongoing Staff Support.* The CFO shall ensure an appropriate level of ongoing staff support for the BFAC, which shall include, but is 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.
4. Keeping minutes of BFAC meetings.
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. Informing the Co-Chairs of member vacancies and attendance problems.
8. Informing the Co-Chairs and General Counsel of possible member conflicts of interest and possible instances of undue advantage.
9. Ensuring that any formal BFAC recommendations, resolutions, or reports are provided for the information of the Superintendent and the Board of Trustees and posted on the BFAC website.
10. Selection and maintenance of the BFAC membership.
11. Communication and consultation as needed with the Coordinator of District Advisory Bodies.