**Budget Advisory Council**

**Bylaws**

October 9, 2013

**Overview**

The Budget Advisory Council serves as an advisory body to the College Senate and the President and makes recommendations regarding the College’s operating budget.

To meet its goal of understanding the College’s financial condition and associated outcomes, the Budget Advisory Council will receive periodic updates on the financial position of the College from the Vice President for Business and Finance. The Council will have access to information regarding the College’s revenues and operating expenses, including information on the College’s operating expenses by functional area and other information needed to understand the College’s financial position as it relates to the matters assigned to it.

**Article I: Purposes**

Specifically, the Budget Advisory Council will

1. Develop and maintain an ongoing familiarity with the financial condition of the College.
2. Advise the College Senate and the President on matters pertaining to the financial priorities of the College.
3. Review matters referred to the Council by the College Senate or the President. Such matters may include, but are not limited to, the financial implications of proposals for College initiatives and the financial impact of proposed budget reductions or elimination of programs.
4. Assist faculty and staff in their effort to be conversant with budgetary matters of importance to the college.

**Article II: Membership and Terms of Service**

The Budget Advisory Council shall have 10 voting members, all of whom are trained in reading and reviewing financial statements. Members elected to the Budget Advisory Council will serve three-year terms, with the opportunity for re-election to one additional consecutive term. Their terms will be staggered to ensure continuity. Resource persons can be invited at the discretion of the Council. The Vice President for Business and Finance will be a permanent member *ex officio.* The entire Council will participate in the election of two co-chairs, one faculty member and one staff member, who will serve staggered two-year terms. One faculty member and one staff member will also serve as liaison to the Board of Trustees Finance Committee.

The composition of the council is as follows:

1. Five faculty members (selection criteria and method to be decided by the Faculty Assembly)
2. Five staff members (selection criteria and method to be decided by the Staff Assembly)
3. Vice President for Business and Finance (*ex officio*)

**Article III: Conduct of Business**

1. The Council will meet at least twice per academic year and throughout the calendar year as often as deemed necessary by the co-chairs of the council. The co-chairs will make all reasonable efforts to enable Council members to participate.
2. Meetings will be open to all full-time faculty, staff and students, although the Council may go into executive session at the discretion of the co-chairs. Any person attending who is not a Council member may not vote at any time, and may speak only if recognized by the co-chairs.
3. The Council requires a quorum of 7 voting members and the support of a majority of all members (6) to make recommendations. No quorum is required for discussion.
4. The Council co-chairs will propose the agenda and post it to the college intranet at least two days prior to Council meetings.
5. The Council will respond to referrals and requests in a written report that includes its analysis of the issue and a numerical tally representing the degree of group support.
6. Minutes will be kept and posted to the College intranet.
7. Prior to assuming their positions, new members of the Council will receive training in budget processes and the reading of financial statements.