

BY-LAWS
Of
ISD #206-ALEXANDRIA
Budget/Finance Advisory Council

ARTICLE I: NAME

The name of this organization shall be the Alexandria School District Budget/Finance Advisory Council (BFAC).

ARTICLE II: PURPOSE

The purpose of the Budget/Finance Advisory Council is to provide public input, advise and support to the District 206 School Board and district administration in evaluating possible economic conditions the district may face in developing future budget assumptions, long-range financial planning and providing insights, when requested as to the overall fiscal condition of the district.

ARTICLE III: POLICIES

- A. BFAC shall be nondiscriminatory in regard to race, color, family status, creed, religion, national origin and gender. The Council shall be noncommercial and nonpartisan. Attempts will be made to have committee membership reflect the demographic profile of the Alexandria School District.
- B. BFAC reports, findings and recommendations are available to the public. Minutes of meetings will be distributed to its members.
- C. BFAC will work within state statutes and District policies.

ARTICLE IV: MEMBERSHIP

- A. The District 206 Board and/or Administration shall appoint members to the BFAC. Community members are expected to have a strong background in finance, economics and/or accounting. The District 206 Board or the Superintendent will recommend candidates for Board appointment.
- B. BFAC membership will be represented by the following positions:
 - 1. Board Representative
 - 2. Business Director
 - 3. Human Resources Director
 - 4. Seven (7) Community Members
 - 5. Superintendent (ex-officio)
- C. The term of membership for the community members will be based on individual preferences. The Board and/or Administration reserves the right to replace members to maintain recycling of membership.
- D. In the event that a member misses three BFAC meetings within the school year or gives up their appointment, a new individual will be sought to fill the position according to Article IV, Section A.

ARTICLE V: MEETINGS

- A. BFAC shall meet at pertinent times throughout the year, as reasoned by the Business Director. Members shall be provided with at least a one-week notice of meetings.
- B. Meetings will include, but not limited to, the analysis of financial information and development of recommendations for long-term financial planning to be presented to the District 206 Board.

ARTICLE VI: EXPECTATIONS

- A. The Business Office will distribute meeting materials prior to all meetings.
- B. Members will prepare for each meeting by reviewing agenda materials prior to each meeting. Background information will provided in order to provide understanding of agenda items.
- C. The Business Office will provide a tentative agenda of future meetings so members can prepare and discuss agenda items. Agendas will be based on input from BFAC members and the District 206 Board.
- D. Members are expected to contact the Superintendent's Office if unable to attend.
- E. It is the intent of the District 206 Board and administration to reach consensus on BFAC recommendations.
- F. An overview of the responsibilities of the BFAC will be presented each fall at the October meeting.
- G. The Business Director and Superintendent will provide training to BFAC members in school finance and the educational programs and services delivered by the Alexandria School District.