

**Harford County Board of Education
Budget Citizen Advisory Committee Charter**

**Approved -August 15, 2016 Board Meeting
Revised - October 10, 2016 Board Meeting**

The Board of Education of Harford County (the "Board") has established a Budget Citizen Advisory Committee (the "Committee") with responsibilities and specific duties as described in this Charter. The Board shall review and reassess the adequacy of this Charter at least annually at the first meeting of each new school year.

Purpose

The purpose of this Committee is to provide input on an advisory basis to the Board as it considers the adoption of Harford County Public Schools Annual Budget by recommending ways to improve the budget, the budgeting process and its presentation to the community. The Committee has no authority other than in an advisory role and will serve at the sole discretion of the Board. It is the role and sole prerogative of the Board to enact policy. The Committee is expected to offer observations and recommendations to the Board concerning the budget and the budgetary process.

Composition

The Committee shall consist of members who reside in Harford County, Maryland. **Each of the nine (9) Board members have the option to nominate one member to serve on the Committee.** Board members are encouraged to consider diverse members from the community. It is recommended that members possess a background in education, business, accounting and/or management. Each member of this Committee shall be approved by a majority vote of the Board. The three (3) additional members will be members of the Audit Committee.

Each member of the Committee shall be appointed by the Board for an initial four (4) year term and shall be eligible for reappointment. Terms commencing in July of 2016 shall be established, by lot, as three or four year terms in order to initially provide distribution of term service. If elected to the Board of Education, a Committee member shall resign from the position on the Budget Advisory Committee. A member shall not serve for more than two full terms. A member of the Committee may be removed for cause. Initial terms will commence on July 1, of each calendar year, however, replacement terms shall be commenced upon the ratification of the replacement member.

The members of the Committee shall designate a Chairperson and Secretary by majority vote of the full Committee membership who shall each serve a two (2) year term and are eligible for reappointment for a second term at the first meeting of the fiscal year of the year following the expiration of the term.

A member who is absent without reasonable cause from three (3) successive meetings shall be considered to have resigned the member's seats. The Committee shall move to fill the position consistent with the terms of this Charter.

Meetings

The Committee shall meet at least four times in each fiscal year, a minimum of once a quarter, in each fiscal year or more frequently, if circumstances dictate, to provide input to the Board. Written notices of an upcoming meeting shall be emailed to members at least ten (10) calendar days before a meeting. Minutes will be kept and copies provided to members and disseminated to the Board within ten (10) calendar days following each meeting.

Miscellaneous

The Committee members are expected to maintain confidentiality in the exercise of their duties and responsibilities when exposed to confidential information. While members are expected and encouraged to discuss the budget within the community, members shall not report opinions expressed in meetings, nor shall they report independently on committee action.

Findings and recommendations are to be regularly reported to the Board of Education.

The Committee members shall perform any other activities consistent with this Charter or as the Board deems necessary or appropriate.