

**Western Nevada College  
Budget Committee  
Bylaws**

**ARTICLE 1: NAME, REPORTING CHAIN AND OPERATIONAL CONTACT**

The WNC Budget Committee is a college committee that reports to the College Council. The WNC budget director serves as the operational contact for this committee.

**ARTICLE 2: MISSION AND GOALS**

The mission of the Budget Committee is to serve as an oversight committee whose charge is to develop, implement and evaluate a college-wide participatory budget process that supports and encourages a fair and equitable distribution of college funds in accordance with the mission of the college. All committee recommendations are made to the college President.

The committee accomplishes this by:

- Promoting institutional effectiveness through the allocation of resources in a manner that is reflective of the college mission, themes and strategic planning
- Allowing an individual or group to develop a proposal that portrays an accurate accounting for all of the budgetary requirements in a most cost-effective manner
- Reviewing and evaluating the internal budget development process and making recommendations for enhancement, if necessary
- Disseminating budget process information to the college community and facilitating budget discussion forums
- Instilling a culture of sustainable long-range planning and design at the institution
- Making recommendations for identifying new funding sources and for the effective use of current funding to expand/support all college programs and initiatives
- Reporting twice annually on Budget Committee progress and actions to the College Council.

**ARTICLE 3: SUBCOMMITTEES**

College Staff Development, Grants Review, and Capital Improvement Project (CIP) subcommittees report monthly to the Budget Committee during scheduled meetings.

- A. Chair of each subcommittee is a member of the Budget Committee
- B. Members are solicited by the subcommittee chair and reviewed/approved by the Budget Committee
- C. Subcommittees develop and maintain functional procedures

**ARTICLE 4: COMMITTEE MEMBERSHIP, SELECTION AND RECALL**

- A. The membership of the committee is ideally composed of two members from each of the following four WNC constituency areas: Academic Faculty, Administrative Faculty, Classified Personnel, and Students. The college's Budget Director, Computing Services Director or designee, Media Technology Manager, and Facilities Director or designee shall serve as standing members of the committee and the Chief Financial Officer serves as ex officio.
- B. Committee memberships may fluctuate due to external constraints, e.g., funding reductions for personnel, etc.
- C. The president of WNC formally appoints members to all college-wide committees from the annual volunteer list.
- D. Committee members serve staggered two-year terms starting/ending in May after the spring appointments or immediately upon interim appointments. Committee members may serve more than one term.
- E. Committee members are expected to contribute to the process and obligations of the committee.
- F. A committee member who misses three meetings in an academic year without an excused absence is subject to recall by the committee.

- G. If a committee member is unable to serve out the full term, the President will appoint a replacement member within thirty working days of the individual's resignation. If requested by the president, the committee will assist in recruiting new members to replace outgoing members.

## **ARTICLE 5: OFFICERS**

- A. The committee's officers include:

Chair - is elected annually during the May meeting (or upon vacancy) from the committee membership by a majority vote. Duties include:

1. Establishing a meeting schedule for the committee;
2. Presiding at meetings of the committee;
3. Sending out an agenda for the meeting, ideally three days prior to the meeting;
4. Communicating with the Executive Cabinet regarding recommendations by the committee;
5. Submitting the committee's annual goals and year-end reports to the College Council by October 1st;
6. Serving as a tiebreaker for all votes taken by the committee requiring a majority;
7. Initiating and sending out communications to the committee managing the email voting process;
8. Sending timely notifications of Budget Committee recommendations to the Chief Financial Officer;
9. Advising the Budget Committee membership and the staff who requested funding approvals (through the Budget Resource Request form) of the final funding approvals/disapprovals of committee recommended items, upon notice by the Chief Financial Officer; and
10. Serving as liaison between the committee and the College Council and/or other college groups.

Vice Chair - is elected annually during the May meeting (or upon vacancy) from the committee membership by a majority vote. The vice chair shall:

1. Perform all of the duties of the committee chair in his/her absence; and
2. Prepare the committee's annual goals and year-end reports for issuance to College Council by October 1st.

Recorder/Web Liaison - is elected annually during the May meeting (or upon vacancy) from the committee membership by a majority vote. The recorder/web liaison shall:

1. Maintain a record of all matters considered;
2. Transmit such records in a timely manner to committee members;
3. Place the agenda on the committee website prior to meetings; and
4. Maintain the committee website showing the bylaws, agendas, minutes from meetings, and Budget Resource Request activity reports.

Due to the requirement for the Budget Committee to respond to submitted Budget Resource Requests monthly throughout the year, including academic breaks, the following assignment restriction shall apply:

1. No two academic faculty members may fill both the Chair and Vice Chair Officer assignments simultaneously.

## **ARTICLE 6: MEETINGS**

- A. The committee shall meet monthly (August – May, except January) and as needed throughout the year:
1. In accordance with the meeting calendar established at the beginning of the academic calendar year.

2. Upon the call of the chair.
- B. Agendas will be posted to the committee website in advance of each meeting.
- C. These bylaws, the Western Nevada College Bylaws, and the Nevada System of Higher Education Code shall govern the committee's activities. *Robert's Rules of Order* shall be the authority in all matters not covered by the bylaws.

#### **ARTICLE 7: QUORUM AND VOTING**

- A. A quorum consists of fifty percent (50%) of the voting committee membership.
- B. Voting may take place when a quorum of the membership is present or by e-mail.
- C. A motion passes when it receives a majority of the votes cast.
- D. Email voting
  1. The chair sends an email to the voting members stating exactly what is to be voted on. The subject line should contain the term "vote" or "ballot," and the body should clearly designate the choices available.
  2. Replies to the email calling the vote should contain the member's vote only. The member's vote reply should clearly state 'Aye' or 'Nay,' or if required, a full sentence beginning 'I vote for' or 'I vote against' followed by one of the options contained in the email that called the vote.
  3. Unless stated otherwise in the email calling the vote, voting shall be concluded one week after the email vote is sent.
  4. An email vote passes if (1) votes are received from a quorum, and (2) it receives a majority of the votes cast
  5. The Chair shall advise the committee members of the result of the email vote upon conclusion of the email voting process.

#### **ARTICLE 8: AMENDMENT OF BYLAWS**

- A. These bylaws comply with WNC College Bylaws, NSHE Code and all State and Federal rules and regulations.
- B. Any member of the Budget Committee may propose a change to the bylaws.
- C. College Council may propose changes to the bylaws, for amendment by the Budget Committee.
- D. These bylaws must be amended by a two-thirds majority of the committee.
- E. No amendment of the bylaws may be both introduced and passed at the same meeting.
- F. Once amended, the bylaws are to be reviewed and approved by College Council.

Approved by the committee:

Approved by College Council: