

**EAST LOS ANGELES COLLEGE  
BUDGET COMMITTEE  
BYLAWS**

**Section A. Purpose.**

1. The Budget Committee is ELAC's official recommending body regarding budgetary matters. Its recommendations go to the East Los Angeles College Shared Governance Council (ESGC) and then to the President.
2. The Budget Committee focuses on budget management by setting broad policies that optimize the financial resources available to meet the goals of the college and reviews how these policies are implemented. Additionally, the Budget Committee:
  - Conducts its work following the timeline of the budget development process.
  - Takes action when the budget shows a significant deviation or State/District issues call for changes in resources.
  - Identifies, through regular evaluation, opportunities for more effective budget processes.
  - Clarifies the budget process to make it easier to understand for Committee members and the college community.

**Section B. Membership.**

1. Budget Committee membership shall be comprised of voting representation from the following constituencies: administration, faculty, classified supervisors, classified staff and ASU.
2. There shall be an equal number of administration (including the Teamsters representative) and faculty committee members. Faculty representation shall be equally divided between Academic Senate and AFT Faculty, consistent with the AFT Faculty Agreement and Title 5, Section 53200.
3. The Academic Senate President and AFT Faculty Chapter President shall serve as ex-officio members of the Budget Committee when not serving as a representative or as an Alternate for their respective organizations.
4. The College President and Dean of Institutional Effectiveness shall serve as ex-officio members.
5. Ex-officio members shall be non-voting and not count for determining quorum.

6. Current membership is as follows:

Administration

Vice President, Administrative Services  
 Vice President, Academic Affairs  
 Vice President, Student Services  
 Associate Vice President, Administrative Services  
 Associate Dean, Resource & Institutional Development  
 (ex-officio) College President  
 (ex-officio) Dean, Institutional Effectiveness &  
 Advancement

Faculty

3 Academic Senate representatives  
 3 AFT Faculty representatives  
 (ex-officio) Academic Senate  
 President  
 (ex-officio) AFT Chapter President

Staff and Supervisor Bargaining Units

One representative from each unit:  
 Academic Administrators: Teamsters, Local 911  
 Clerical/Technical: AFT Staff Guild  
 Crafts: Building Trades Council  
 Maintenance and Operations: Local 99  
 Supervisors, Classified: SEIU 721

Students

1 ASU Representative

7. Each constituency may designate a person to serve as an “Alternate” in the absence of a representative from that constituency. When serving as alternate, that person shall have voting rights and count for determining quorum.

**Section C. Co-Chairs.**

1. An Administrative Co-Chair and Faculty Co-Chair shall preside over Budget Committee meetings. Each co-chair shall be selected by their respective constituencies for a two-year term beginning at the start of fall semester or when a vacancy occurs
2. Election for administrative co-chair shall occur in even-numbered years and for the faculty co-chair in odd-numbered years.
3. Co-chairs shall be responsible for preparing and distributing a proposed agenda in advance of the meeting. They shall assist in the preparation of the minutes.
4. Co-chairs shall attend the District Budget Committee and regularly report to the ESGC.
5. The Faculty Co-Chair shall serve as the faculty’s budget liaison to the college’s institutional planning committees such as the Educational Planning Subcommittee, Facilities Planning Subcommittee and Technology Planning Subcommittee.

**Section D. Meetings.**

1. Meetings shall be held on the third Monday of each month during the semester. This schedule may be altered by a simple majority of the committee. In the event of a holiday, alternate meeting dates and times shall be arranged.
2. Administration shall provide staff support for the purposes of recording minutes. The minutes of each meeting shall be reviewed at the following meeting.
3. A simple majority, i.e. more than 50%, of the committee membership shall constitute a quorum.
4. Meetings shall be open to all members of the campus community. Additionally, individuals may address non-agenda items under the “Items from the Floor/Announcements” agenda item as time permits.
5. Except where otherwise provided for in the Bylaws, all questions on rules of order in conducting meetings shall be determined by *Robert’s Rules of Order*.

**Section E. Amendment of Bylaws.**

Amendments to the Bylaws may be proposed by any committee member. A majority vote of the committee members shall be necessary for adopting proposed amendments.

*Adopted May 19, 2008*

*Amended December 7, 2009*

*Amended May 7, 2012*

*Amended September 21, 2015*

*Amended October 19, 2015*