The District Budget Committee Ground Rules and Guidelines are for the purpose of ensuring that meetings are conducted in a productive, orderly, and effective framework.

**Guideline #1**: All meetings of the DBC will be conducted in a manner that demonstrates and shows respect for each committee or team member.

**Guideline #2**: Budget and financial concepts (and underlying components and practices) will be explained to the extent that committee members are satisfied that they have sufficient understanding to discuss and make recommendations in a knowledgeable manner.

**Guideline #3**: Attendance and participation by all committee members are encouraged and supported. It is vital that each team member feel sufficiently comfortable and secure in order to actively participate in team discussions and to express her/his views.

**Guideline #4**: The Vice Chancellor of Administrative Services will serve as the chairperson of the committee and is responsible for organizing and setting the agenda for each meeting.

**Guideline #5**: One of the key tasks and responsibilities of each committee member is to disseminate accurate budget and financial information concerning relevant financial matters and issues that impact the district.

**Guideline #6**: District Budget Committee meetings will alternate between SJCC and EVC.