

1 Adopt 2 Cal. Code Regs., Section 18308.4 to read:

2 **§ 18308.4. Budget Adoption and Budget Change Process.**

3 (a) The Executive Director, in consultation with the Chief of Administration and Budget
4 and Staffing Committee, shall prepare a draft annual budget for the Commission's review and
5 approval.

6 (b) Prior to the preparation of the draft annual budget, the Executive Director shall solicit
7 input from Commissioners concerning potential budget-related matters or proposals for the
8 purpose of considering the same during the budget preparation process.

9 (c) The Commission shall consider the draft annual budget at not less than two regular
10 Commission meetings before approving the same.

11 (d) Each Commissioner may, at a regular meeting at which the draft budget is presented,
12 request additional budget-related information to assist in the consideration of the draft budget
13 proposal.

14 (e) The Executive Director, in consultation with the Chief of Administration and the
15 Budget and Staffing Committee shall prepare and submit to the Commission recommendations at
16 each stage of the budget process, including prior to the Commission's proposal to the
17 Department of Finance (DOF), the DOF proposal to the Governor, and the Governor's proposed
18 annual budget to the Legislature.

19 (e) Budget change proposals of \$125,000 or more must be approved by formal action of
20 the Commission and must be reviewed by the Budget and Staffing Committee before
21 presentation to the Commission.

22 Note: Authority cited: Section 83112, Government Code. Reference: Sections 83108, 83111 and
23 83117, Government Code.