

BUDGET COMMITTEE BY-LAWS

SECTION 1 COMPOSITION AND APPOINTMENT

- A. The Budget Committee, hereinafter referred to as the “Committee” shall be composed of five (5) members.
- B. Members shall be appointed by the Board of Selectmen in accordance with the *Town of Buckfield Appointment Policy*.

SECTION 2 OFFICERS, MEETINGS, QUORUM, PROCEDURE

A. Officers

1. *Chairman*

The Committee shall annually elect a Chairman from among its members. The Chairman will preside at all meetings.

2. *Vice Chairman*

The Committee shall annually elect a Vice Chairman from among its members. In the absence of the Chairman, the Vice Chairman shall serve in the capacity as Chairman.

3. *Secretary*

The Committee shall annually elect a Secretary from among its members. The description of secretarial duties shall be provided to the Secretary as soon as possible after election.

Note: All meetings and records shall be subject to the Maine Freedom of Access Act (FOAA), 1 M.R.S.A. Sections 401-410.

B. Meetings

The Chairman shall be responsible for setting Committee Meeting Agendas and shall call a meeting:

- 1. When requested to do so by the Board of Selectmen or by a majority of Committee members;
- 2. Each Fiscal Quarter to review the Town Treasurer’s Quarterly Financial Reports; and
- 3. As necessary to conduct the business of the Committee.

The Chairman shall conduct meetings using a common parliamentary guide, such as but not limited to *Roberts Rule of Order*.

All Meetings shall be held in a public place and notice of all regular scheduled Meeting shall be publically posted at least seven (7) days prior to the date of the

Meeting on the Town of Buckfield website, Cable TV Station, Community Bulletin Boards and any other placed decided upon.

Emergency Meetings may be held when business cannot not wait until a regularly scheduled Meeting. Public notice of an Emergency Meeting shall be in accordance with MRSA, Title 1 §406.

C. Quorum

A quorum necessary to conduct business shall consist of at least a majority of the appointed members.

D. Procedure

In addition to these By-Laws, the Committee may adopt procedural rules. Said rules shall not be inconsistent with these By-Laws.

1. Conflict of Interest/Bias: Whenever a Board/Committee member serves more than one Board/Committee and is required to make a decision on an issue which will affect one or more of the Boards/Committees they serve, the Board/Committee members(s) in question shall ask the Chair of the Committee for a review discussion on "conflict of interest" and "bias" to determine whether or not the member shall abstain from the discussion and voting on the issue. (See Maine Municipal Association: Municipal Officer Manual, June 2010 revised addition, Chapter 3, Executive Functions of the Municipal Officers).
2. Public Participation: The Budget Committee shall welcome and encourage Public Participation at its duly called meetings. However, there may be times, when this courtesy is limited. The Committee reserves the right to limit participation when the Chairman or a majority of the Committee deems it appropriate to do so.

SECTION 3 POWERS AND DUTIES, AUTHORITY, RECOMMENDATIONS, OFFICIAL'S COOPERATION

A. Powers and Duties

- a. To review and make recommendations on the annual operating budget as proposed by the Town Manager;
- b. To review and make recommendations on the Town Treasurer's quarterly Financial Reports;
- c. To review and make recommendations on annual capital expenditures as proposed by the Board of Selectmen and/or the Town Manager;

- d. To review and make recommendations on supplemental appropriations and expenditures and other budgetary action whenever proposed by the Board of Selectmen and/or the Town Manager;
- e. To annually review the Committee's By-Laws and as the Committee deems appropriate propose amendments to the By-Laws to the Board of Selectmen;
- f. To annually review all Town Policies which specifically relate to fiscal matters and as the Committee deems appropriate propose amendments to such Policies to the Board of Selectmen;
- g. To meet with the Board of Selectmen at least annually or whenever duly called upon to do so;
- h. Shall prepare and submit to the Town Manager before a deadline determined by the Town Manager a Committee synopsis for inclusion in the Annual Town Report;
- i. To make other recommendations on fiscal matters as it may from time to time deem advisable;
- j. To obtain goods and services the Committee deems necessary to its functions providing the budget allows for such and/or is permissible under State/Federal law or Town policy; and/or
- k. To conduct business pertaining to a Budget Committee in accordance with State/Federal law and/or Town policy.

B. Authority

The Committee's authority shall be advisory only.

C. Warrant Article Recommendations

The Committee's recommendation on financial matters requiring Town Meeting approval shall be noted at the end of the affiliated Warrant Article along with other such recommendations that may be included by the Board of Selectmen or required by law.

D. Official's Cooperation

The Board of Selectmen and the Town Manager shall provide the Committee with necessary and available information to enable it to carry out its functions under these By-Laws.

SECTION 4 ADOPTION AND EFFECTIVE DATE

The Board of Selectmen amended these by-laws at a meeting duly called on March 22, 2021.

The effective date shall be the date of their vote.

Tina Brooks, Selectman

Cheryl Coffman, Selectman

Martha Catavenis, Selectman