

By-laws of the
Budget Committee
Town of Lamoine

Updated November 27, 2007

Purpose

The Budget Committee of the Town of Lamoine has been established for the purpose of developing a long range capital improvement plan, to determine the fiscal status of the town, to review the budget proposals of the various departments of the town, and to make recommendations to the annual Town Meeting and Special Town Meetings regarding all warrant articles which have a financial impact.

Organization

The Selectmen of the Town shall annually, in the month of September, appoint from the list of registered voters of the Town of Lamoine, citizens who are not employed by the Town nor a member of any board or commission of the Town to serve on the Budget Committee

When the Budget Committee is first established, the Selectmen shall appoint five people to serve

Those appointed shall, by lot, determine one member who will serve one year, two members who will serve two years, and two members who will serve three years. ***The Budget Committee may request that the Selectmen appoint one or more alternate members if necessary.***

After the first appointments, the Selectmen shall appoint members to the Budget Committee for a three year term.

Members of the Budget Committee may resign their position in writing to the Selectmen who will then fill the opening for the remainder of the term. Any Budget Committee member who fails to attend two consecutive meetings without being excused by the Chairman of the committee shall be removed from the committee and the Selectmen shall appoint a replacement to complete the un-expired term.

The first meeting of the Budget Committee shall take place not later than November annually. The meeting shall be called by the Town Clerk who will notify the members of the committee in writing and post a notice of the meeting at the Town Hall.

At the first meeting annually, the committee shall select from its membership a chairperson, a vice-chairperson, and a secretary.

The chairperson shall preside at all meetings of the committee. In the absence of the chairperson, the vice chairperson shall run the meeting.

The secretary shall keep an accurate record of the decisions and actions taken by the committee and make the minutes available to the town by posting them at the town hall

All meetings of the Budget Committee shall be open to the public in accordance with the State of Maine Freedom of Access Law.

Three members of the committee shall constitute a quorum for the conducting of business. In the absence of a quorum, an informational meeting may be held but no action may be taken.

Responsibility

The Budget Committee shall hold meetings as necessary to hear presentations from the departments of the Town regarding their proposed annual budget.

The Budget Committee shall, by majority vote of the committee members present and voting, make recommendations regarding each warrant article having a financial impact whether at the Annual Town Meeting or a Special Town Meeting.

The Budget Committee shall ~~develop a~~ **review the** long range capital improvement plan for the Town and its annual fiscal impact.

The Budget Committee shall meet ~~quarterly~~ **as necessary** to review the fiscal status as it relates to income and expenditures.

The Budget Committee shall annually review the report of the auditor and make recommendations for meeting the needs identified by the auditor.

Approved this 10th day of November, 2007 by:

Henry Ashmore

Hubene Brodie

Robin Veysey

Reginald McDevitt

Joseph Young Jr.

Linda Feury (Alt)

The Lamoine Budget Committee