

# **TOWN OF LEBANON**

## **Budget Committee Establishment Ordinance**

### **ARTICLE I: NAME**

The name of this committee shall be the Town of Lebanon Budget Committee and herein shall be referred to as the 'Committee.'

### **ARTICLE II: PURPOSE**

The purpose of this ordinance is to establish standard procedures for the Budget Committee to review town meeting articles which call for an appropriation or expenditure of money as proposed by the municipal officers.

### **ARTICLE III: MEMBERSHIP**

- A. The Committee shall consist of nine (9) Committee Members who shall be elected at the Annual Town Meeting, and one (1) Alternate who shall be appointed by the Board of Selectmen. All members and the alternate shall be registered voters of the Town.
- B. No municipal officer or department head of the Town may be a Committee Member.
- C. Committee Members shall serve for staggered terms of 3 year(s), except that they shall continue office until their successors are elected.
- D. The Alternate shall serve for a term on one (1) year.
- E. If a Committee Member is unable to serve until their successor is elected, vacancies shall be filled within 30 days by appointment of the municipal officers for the unexpired term.

### **ARTICLE IV: OFFICERS & ELECTIONS**

#### **4.1 Officers and duties**

The officers of the Committee shall be: Chairperson, Vice-Chairperson, and Secretary.

#### **4.2 Nomination Procedure, Time of Elections**

- A. The officers of the Committee shall be elected annually by the majority of voting members of the Committee at the first Committee meeting following the Annual Town Meeting.
- B. Members of the Committee shall nominate members for each officer position, being proposed by one member and seconded by another.

#### **4.3 Ballot Election, Term of Office**

- A. If more than one member is nominated for the same position, voting will be held by secret ballot.
- B. The officers shall serve until such time as a new slate of officers is chosen as provided by this ordinance.

### **ARTICLE V: DUTIES OF OFFICERS**

#### **5.1 Duties of the Chairperson**

- A. The Chairperson shall preside over all meetings of the Committee, and shall be responsible for the orderly functioning of the Committee and shall appoint such subcommittees as deemed necessary.
- B. The Chairperson shall execute and sign all official documentation on behalf of the Committee in accordance with the Town of Lebanon policies and/or guidelines and the Laws of the State of Maine.
- C. The Chairperson shall also perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Committee.
- D. The Chairperson shall notify the membership of various meetings

#### **5.2 Duties of the Vice Chairperson**

- A. The Vice-Chairperson shall preside over the meetings of the Committee in the absence of the Chairperson and shall perform the duties of the Chairperson in his/her absence, if authorized to do so by the Committee.
- B. In the event of death, removal or resignation of the Chairperson, the Vice-Chairperson shall assume the office of the Chairperson.

#### **5.3 Duties of the Secretary**

- A. The Secretary shall keep proper and accurate records of the Committee.
- B. The Secretary shall ensure posting of approved minutes to the Town website.
- C. The Secretary shall provide a copy of the approved minutes to the Town Clerk.
- D. The Secretary shall take proper minutes at each meeting, and perform such duties as are usually performed by the Secretary of such Committees.
- E. The Secretary shall attend to the correspondence on behalf of the Committee.

### **ARTICLE VI: POWERS AND DUTIES**

- A. The Committee shall act as an advisory committee by reviewing all Town Meeting articles which call for an appropriation or expenditure of money as proposed by the Municipal Officers.
- B. Said review shall include a review of the current and prior year departmental expenditures.

- C. The Committee shall perform other tasks, as appropriate, that directly relate to the budgeting process.
- D. If the Budget Committee, by majority vote of members present, recommends a budget item amount that does not concur with the amount proposed by the Municipal Officers, then such line item shall be the subject of a reconciliation discussion between the Municipal Officers and Budget Committee.
  - 1. The goal of the reconciliation discussion shall be to establish a line item amount acceptable to both the Municipal Officers and the Budget Committee.
  - 2. The reconciliation discussion does not however, require either the Municipal Officers or the Budget Committee to modify or agree upon the respective original approved amounts for the line item.
  - 3. If after the reconciliation discussion the final amount is different from the amount recommended by the municipal officers, the Budget committee shall record their reason(s) in their official minutes as kept by the Secretary.
  - 4. In case of failure of concurrence, the budget committee may submit to the Annual Town Meeting its own recommendation for a departmental budget.
- E. The Committee's duties are limited to reviewing proposed appropriations as described above and do not include the review of the job performance or non-performance of Town employees and appointed personnel.

## **ARTICLE VII: MEETINGS**

### **7.1 Regular Meetings**

- A. The regular meetings of the Committee shall be established according to the decision of a quorum of the committee.
- B. The first meeting of the fiscal year shall be for the purpose of electing officers.

### **7.2 Special Meetings**

- A. A meeting of the Committee may be held at any time upon the call of the Chairperson, or in his/her absence or inability to act, by the Vice-Chairperson, or upon request by the municipal officers.
- B. Notice of special meetings shall be sent to the members of the Committee either in writing, by e-mail, or by telephone forty-eight (48) hours in advance of such meeting.
- C. Said notice shall contain the time and place of meeting, and so far as possible the purpose(s) of the meeting.
- D. Reasonable efforts shall be made to notify members of the public of special meetings.

### **7.3 Quorum**

- A quorum will consist of six (6) members of the Budget Committee.

#### **7.4 Agenda**

The Committee shall adhere to the following agenda format:

1. Roll Call/Sign In
2. Reading and Approval of Minutes
3. Unfinished Business and General Orders
4. Reports by Officers, Boards, Committees
5. Reports by Special Committees
6. New Business
7. Adjourn

#### **7.5 Freedom of Access Act**

- A. All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S. §§ 401-410.
- B. It is strongly recommended that each Committee Member conduct Town business using a separate email account specific to the function of the Committee.

#### **ARTICLE VIII: AMENDMENTS**

This ordinance may be amended at any Annual or Special Town Meeting by majority vote of the people.


#### **ARTICLE IX: SEVERENCE**

- A. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions thereof, which shall remain in full force and effect and to this end, the provisions of this ordinance are hereby declared to be severable.
- B. This ordinance shall supersede any pre-existing bylaws, procedures or rules of the Committee and will be effective upon adoption.

**Adopted this day 05/10/2016 by Town Meeting Vote**

**610 – Yes    323 – No**

**A True Copy Attest**

  
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**Mandy Grenier – Town Clerk**