

TOWN
OF
HOLLIS MAINE

BUDGET COMMITTEE

ORDINANCE

Enacted: June 2002

Amended: June 2010

Amended: June 2011

Amended: June 2012

Amended: June 2013

Amended: June 10, 2014 at the Annual Hollis Town Meeting

BUDGET COMMITTEE ORDINANCE OF THE TOWN OF HOLLIS

Section 1. Establishment

Pursuant to 30-A M.R.S.A. Section 3001, a Budget Committee is hereby established for the Town of Hollis, Maine.

Section 2. Composition, Election, Qualifications, Terms, Vacancies

The committee shall consist of 7 members who shall be elected and who shall be registered voters in the Town. No other elected Official or Head of a Town Department may be a member. Members shall serve a term of three (3) years. For purposes of continuity three members of the board will be elected in 2012, two members elected in 2013 and two elected in 2014. Any unfilled vacancies shall be filled with qualified individuals within 30 days by appointment of the Selectmen. Appointees will serve until the end of the elected term of the Board member they replace. Any board member elected or appointed that misses three (3) consecutive Committee meetings without cause (cause to be determined by the chair (vice chair)) shall have their seat declared vacant by the Committee and request the Selectmen to appoint a successor to serve the remainder of the term.

Section 3. Officers, Meetings, Quorum, Procedure

- A. The Committee shall annually elect a Chair, Vice-Chair, and a Secretary from among its members.
- B. The Budget Committee Chairman must be elected each year and can only serve a maximum of three (3) consecutive years. If a committee member serves as Chairman for three (3) consecutive years, that member will not be eligible to serve as Chairman for the next two (2) consecutive years. (Amended 6/2014)
- C. The Chair shall call meetings as necessary or when so requested by a majority of its members or any Municipal Officer.
- D. The Chair (or Vice Chair) shall maintain order at all times, provide public notice of the agenda, and start the meetings as posted in the agenda. He or she will also keep the questioning appropriate to the Budget before the Committee.

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- E. A quorum necessary to conduct business shall consist of at least four (4) members. Actions of the committee shall require a simple majority of the quorum. The Chair or Vice-Chair shall preside at all meetings.**
- F. The Chair (or Vice Chair presiding over the meeting) may vote on any item before the Committee as long as there is no conflict as described in Section 5 of this Ordinance.**
- G. The Secretary (or hired recording secretary that does not vote) shall maintain a record of all proceedings including all correspondence of the Committee. All meetings and records shall be subject to the Maine Freedom of Access Law.**
- H. Act, A M.R.S.A. Sections 401-410. The Committee may adopt rules of procedure not inconsistent with this ordinance.**

Section 4. Powers, Duties, Authority, Recommendations, Official Cooperation

The committee shall have the following powers and duties:

- A. To accept testimony, review financial data and make monetary recommendations on the annual budget (Expenditures and Income) as submitted by the Elected Officials, Department Heads, and Non-Municipal Agencies (excluding the County Tax and the SAD 6 School Budget).**
- B. To accept testimony, review financial data and make monetary recommendations on capital expenditures as submitted by Elected Officials and Department Heads.**
- C. To accept testimony, review financial data and make monetary recommendations regarding supplemental appropriations and expenditures and other budgetary action. Whenever proposed by the Elected Officials.**
- D. The Chair of the Budget Committee will prepare an operating budget for the Budget Committee and submit the request to the Selectmen by January 31 each year.**

Section 5. Performance

- A. Other than discussing testimony presented to the Committee, no member of the Budget Committee while sitting as a member shall give or offer testimony regarding**

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any budget before the Committee. No Budget Committee Member may make any declarations concerning any budget before the Committee. If a member wishes to give testimony or make declarations, they must notify the Chair and recuse themselves from any discussion on that Budget Item. The recused member may then take a seat with the public and be recognized as any other person in the audience to state any material fact, give testimony or make any declaration.

- B. Failure of any Budget Committee member to follow these rules shall result in the loss of their right to vote on the item being discussed before the Committee. The Chair shall warn the person orally of their failure to follow these rules.**
- C. A second violation of the above rule will result in the loss of their right to vote on the item being discussed before the Committee. The Chair shall warn the person in writing that this is their second offence.**
- D. A third violation shall result in the immediate dismissal of the offending member.**
- E. No member of the Budget Committee shall vote on any Budget before the Committee that has any pecuniary interest in the said Budget, whether it is direct compensation as wages or financial compensation or gain to other family members.**

The Committee's authority shall be as set out above. The Committee on its own initiative may require the applicant before them to provide additional financial data if a simple majority of the Board feels it necessary. Any monetary recommendation as well as the Budget Committee's recommendation on a matter requiring town meeting action shall be printed with the article in the warrant and on the ballot, if any, along with such other recommendations as may be included by the Selectmen or required by law.