

TOWN OF GOULDSBORO

BUDGET COMMITTEE ORDINANCE

Revised June, 2007

I.- Establishment. Pursuant to 30- A M.R.S.A. Section 3001, the Town of Gouldsboro hereby establishes a Budget Committee.

II.- Membership.

- A.- The Committee shall consist of nine members who shall be proposed by the present members of the Budget Committee and confirmed by a vote of the legislative body at the annual Town Meeting. Nominations shall also be accepted from the floor of Town Meeting. Neither the Town Manager nor members of the Board of Selectmen may serve as Budget Committee members.
- B.- Members shall serve for terms of three years. For transitional purposes, the initial terms shall be staggered so that an equal number of terms shall expire annually.
- C.- Within (7 months) after the annual Town Meeting, the Budget Committee **may** appoint, subject to confirmation by the Board of Selectmen, three alternate members who shall serve until the next annual Town Meeting.
- D.- Vacancies shall be filled within 30 days by the appointment of one of the alternates to serve until the next Annual Town Meeting.
- E.- All members and alternate members must be residents of the Town of Gouldsboro (i.e. they must be registered voters of the Town of Gouldsboro).

III.- Organization and Rules

- A.- The Budget Committee shall annually elect a Chair, a Vice-Chair and a Secretary from among its members, and shall create and fill such other offices as it may deem necessary. The term for all offices shall be one year, with eligibility of re-election.
- B.- The Chair shall call meetings as necessary or when so requested by a majority of the members or the Board of Selectmen. No meeting of the Committee shall be held without a quorum consisting of five members or alternate members authorized to vote. The Chair, or Vice-Chair his designee shall preside at all meetings.
- C.- The Secretary shall maintain a record of all its resolutions, transactions, correspondence, findings and determinations. All records shall be deemed public and may be inspected at reasonable times. All meetings shall be subject to the Maine Freedom of Access Act 1 M.R.S.A. Sections 401-410. The Committee may adopt rules of procedure not inconsistent with this ordinance.
- D.- When a member is absent, the Chair shall designate an alternate member to sit in their stead.

- E.- An alternate member may attend all meetings of the Committee and may participate in its proceedings, but may vote only when he/she has been designated by the Chair to sit for a member.
- F.- Any questions of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of all the members except the member being challenged.
- G.- All matters shall be decided by a majority vote of the members present at the meeting.

IV.- Powers and Duties

The Committee shall have the following powers and duties:

- A.- To review and make recommendations on the annual budget as proposed by the Board of Selectmen/Town Manager.
- B.- To review and make recommendations on the annual capital expenditures as proposed by the Board of Selectmen/Town Manager.
- C.- To review and make recommendations on supplemental appropriations and expenditures and other budgetary actions whenever proposed by the Board of Selectmen/Town Manager.
- D.- To make such other recommendations on fiscal matters as it may, from time to time, deem advisable.

The Committee's authority shall be advisory only. Any recommendations 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 municipal officers or required by law. The municipal officers and the Town Manager shall cooperate with and provide the Committee with such information as may be reasonable, necessary and available to enable it to carry out its functions under this Ordinance.

Yvonne P. Wilkinson
Attested
Yvonne P. Wilkinson
Clerk of Gouldsboro

June 13, 2007
Date