

BRADFORD, NH
BUDGET COMMITTEE
By Laws

Adopted: 8/16/2018

Amended/Accepted:

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Section I PURPOSE

- A. The purpose of the By-Laws of the Budget Committee is to define the terms of office, vacancies, functions and duties of the Committee consistent with the provisions of the Municipal Budget Act, RSA 32 and other applicable state statutes.

Section II ORGANIZATION

- A. Membership – The Committee shall comprise of such number of members and other representation as determined by Town Meeting adoption of RSA 32.
- B. Officers - Nominations of, and elections for, all Officers shall be by a majority vote of those present.
 - 1. A Chairman and Vice Chairman shall be elected at the first regularly scheduled meeting following Annual Town Meeting, but not later than April 30.
 - 2. In the case of a vacancy in the position of Chairman after such election, the Vice Chairman shall immediately succeed to the position of Chairman. The Committee shall thereupon deliberate and select a member to succeed to the position of Vice Chairman.

Section III DUTIES OF OFFICERS

- A. Chairman:
 - 1. The Chairman shall preside at all meetings and hearings of the committee and perform all duties required by law. The Chairman shall execute all documents requiring signature on behalf of the committee, except as otherwise provided by law or by the committee.
 - 2. The Chairman shall schedule all meetings, assemble the agenda and related materials for all regular and special meetings of the committee, schedule meeting rooms and notify all members of said schedule.
 - 3. The Chairman, with the approval of a majority of the Committee present, and/or at the request of the Selectmen or School Board, delegate certain Members of the Committee to investigate budgetary matters or to serve on citizens committees or sub-committees.

B. Vice Chairman:

1. In the absence of the Chairman, the Vice-Chairman shall preside and assume all duties and responsibilities of the Chairman in addressing the business of any regularly scheduled or special meeting.

Section IV VACANCIES

- A. A Member-at-Large vacancy occurring during the year shall be appointed by majority vote of the committee, or by the Town Moderator as provided in RSA 32:15.

Section V RESPONSIBILITIES AND DUTIES OF THE COMMITTEE

- A. The Budget Committee shall carefully review all requests for budgets and all revenue estimates and shall give consideration to all lawful requests for the ensuing fiscal year and to review expenditure reports periodically pursuant to RSA 32 as may be amended from time to time.
- B. All members shall make every effort to attend each scheduled meeting. A member-at-large shall cease to hold office immediately upon missing four (4) consecutive scheduled or announced meetings of which that member received reasonable notice, without being excused by the Chair as provided in RSA 32:15.
- C. It is provided that the members of the committee have authority only when acting as a board legally in session. The committee shall not be bound in any way by any action or statement of any individual committee member except when such statement or action is furthering specific instructions of the committee.

Section VI CONDUCT OF MEETINGS

A. General Provisions:

1. ORGANIZATIONAL MEETING – An organizational meeting to elect officers shall be held following town meeting and no later than April 30 on a date voted by the committee at its last scheduled meeting prior to town meeting.

2. REGULAR MEETINGS – The Budget Committee meeting shall take place on the 3rd Thursday of every month. Where such meeting falls upon a holiday, the budget committee shall schedule an alternative date prior to the regularly scheduled meeting.
3. SPECIAL MEETINGS – May be called in two ways, 1. By the Chair with a 48 hour notice; 2. Upon written request of three members of the committee.
4. NON PUBLIC SESSION – All meetings are open to the public except that on a motion adopted by vote of a majority present, those matters specified in the “Open Meeting Law” as provided in RSA 91-A: 3 may be discussed in non-public session. All committee decisions on such matters shall be by a recorded vote passed in an open meeting.
5. PUBLIC HEARINGS – On the budgets recommended by the committee, a hearing for each may be scheduled by majority vote of the committee, and legal notice required by RSA 32 and any other applicable state statute given to the public. Normally, hearings shall be on separate dates for the town and the school budgets, but a single hearing date for both may be scheduled by majority vote of the committee.
6. DELIBERATIVE MEETINGS – During the Annual and Special Town and School District Meetings, the Budget Committee or selected members thereof, may be seated at the front of the hall, with a microphone, by coordination with the moderator. The committee Chair shall present each budget request and committee recommendation and explain the basis for the committee’s recommendation and where the committee is divided, give a breakdown of the vote and read a written explanation of the minority position, if the minority so requests.

Any adjustments made to dollar amounts, previously carrying a recommendation of the Budget Committee, voted at the Deliberative Session will require that the Budget Committee reconvene for a Special Meeting at the call of the Chair to vote on the adjusted items prior to posting the Budget Committee’s “Recommended” or “Not Recommended” vote on the official town ballot.

7. SUB-COMMITTEE MEETINGS – Shall be called by the Chair of the sub-committee.

8. SCHEDULE OF MEETINGS - A schedule of regular meetings shall be scheduled and posted by the Chairman.

B. REPORTS OF SUB-COMMITTEES

Written reports from sub-committees shall be entered into the minutes of the Budget Committee.

C. REVIEW OF AUDIT REPORTS

The Budget Committee may review the reports for each department submitted by the auditor once available. The Chair of record shall receive copies from the Selectmen's office as soon as they are made available to the Selectmen.

D. QUORUM

A quorum shall consist of a majority of members of the Budget Committee, including the appointed member from the Board of Selectmen as provided by RSA 21:15.

E. ROLE OF THE CHAIR:

1. To open the session at the time at which the committee is to meet by calling the members to order;
2. To announce the business before the committee, in the order in which it is to be acted upon;
3. To recognize members entitled to the floor;
4. To state and put to a vote all questions which are regularly called, or necessarily arise in the course of the proceedings, and to announce the result of the vote;

5. To protect the committee from annoyance;
6. To assist in expediting all business in every way compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending or by calling a brief recess to permit restoration of order or clarification of an obscure point, as the Chair thinks it advisable, to restrain the members engaged in debate, within the rules of order;
7. To enforce on all occasions the observance of order and decorum among the members, deciding all questions of order, subject to an appeal to the committee by any two members, unless the Chair chooses to submit the question for the decision of the committee;
8. To authenticate by signature as necessary, all acts, orders, and proceedings of the committee and committee staff;
9. The Chair is not relieved of the responsibility to vote on every question before the committee, unless a conflict of interest exists.
10. The Chair shall be the last member to cast a vote on every issue unless there is a conflict of interest, as determined by the Chair OR by majority of committee members, whereas the Vice Chair will preside over the vote;
11. To determine the need for and manage any public comment periods.

F. ROLE OF THE RECORDING SECRETARY

1. The Budget Committee shall use the town employed recording secretary.
2. The Recording Secretary shall prepare a draft of the official minutes of the committee. An official copy of the secretary's records, approved by the committee, is to be on file in the Selectmen's office and open to inspection by any person at reasonable times. In addition to keeping the minutes of the meetings, it is the duty of the recording secretary to keep a roll of members and to call the roll when required. The clerk shall

record the essentials called the "minutes" of the proceedings as follows:

- a. The kind of meeting; regular, special or adjourned.
- b. The time of meeting and place
The presence of absence of committee members
- c. Whether the minutes of the previous meeting were approved or amended
- d. All motions except those withdrawn, and points of order and appeals, whether such appeal was sustained or lost, and all other motions that were not lost or withdrawn.
- e. The time of adjournment
- f. The meeting activities:
The recording secretary shall record the essentials of the proceedings, the name of the member who introduced a motion or amendment and then name of the second and the number of votes and names of the members voting on each side.

In addition to the strict record of what is done, the public minutes should contain the list of speakers on each side of every question with an abstract of all relevant points.

Reports of sub-committees should be printed exactly as submitted. The minutes should reflect any action taken by the committee.

G. RULES OF ORDER:

1. OBTAINING THE FLOOR

- a. Before a member is recognized to speak, the member should address the Chair and await recognition from the Chair. When a member has the floor, the member may, with few exceptions, speak without interruption. A Member shall be allowed unlimited debate so long as the discussion is germane to the question before the committee.

2. MAKING A MOTION

- a. All proposals seeking action on the part of the Budget Committee should be presented through means of a "motion". A member will propose a motion by stating; "I move that . . ." The member may state the reasons for the motion.

3. SECONDING A MOTION

- a. Before the motion may be discussed, it must be seconded. Thereafter if no objection to consideration is sustained, the committee may discuss it and decide to approve or disapprove the motion.

4. AMENDING A MOTION

- a. If a member wishes to change a motion before the committee for consideration, the member must submit the proposal to the committee by "making a motion to amend the motion" and then may present the proposal briefly and concisely. A motion to amend must also be seconded before it can be discussed.

5. AMENDING THE AMENDMENT

- a. Each amendment to a motion shall be taken up and voted on one at a time.

Only one amendment shall be allowed on the floor at a time.

6. POINT OF INFORMATION

- a. If issues become obscure or involved, a committee member may seek clarification by asking the Chair for a "point of information".

7. POINT OF ORDER

- a. A possible violation of procedure can be checked by addressing the Chair to a "point of order". The Chair will be obliged to recognize the member and pass on the inquiry.

8. ORDERS OF THE DAY

- a. When the meeting goes off on a tangent and does not follow the agenda or the order of business, a member may remind the Chair of this calling for the "Orders of the Day".

9. MOTION TO REFER

- a. When a member thinks it is advisable to give further study to a proposal, the Member may move that it be referred to a sub-committee or an individual for review.

10. APPEAL FROM A DECISION OF THE CHAIR

- a. Should a member disagree with a decision of the Chair, the member can "Appeal from the Chair" to the whole membership. If the appeal is seconded, the Chair must state the question at issue and ask the committee to vote on whether they wish to over-rule or sustain the chair.

11. RECORDING OF VOTES

- a. Any action shall be, unless otherwise ordered, by roll call vote. No action shall be reconsidered or rescinded at a subsequent meeting in the same budget year except by a majority vote of the committee members.
- b. A matter shall be reconsidered or rescinded at a subsequent meeting in the same budget year by an affirmative vote of a majority of the budget committee members present at that

meeting, at which a quorum is present, as is provided by RSA 21:15.

SECTION VII Procedure for Review of Budgets

A. FORMAT AND SCHEDULE FOR INITIAL REQUEST

1. Fixed expenses and capital expenditure budget requests, including the governing body's recommendations, shall be presented to the Budget Committee by **October 15** or on such other date as is scheduled by the committee.

B. REVIEW OF PROPOSED BUDGET REQUESTS

1. The Budget Committee has the authority to request statements, including explanatory materials, from department heads and other officers per RSA 32:17. All Budget and Warrant Article requests shall be accompanied with detailed explanatory material supporting the request, including:
 - a. Calculations and assumptions
 - b. Comparative analysis or alternative proposals
 - c. Quotes and solicitations
 - d. Maintenance records
2. Department Budgets shall be reviewed by the Budgetary Committee separately.
3. The Budget Committee does not have the authority to require any officials or employees to attend any Budget Committee meeting. Presentations of department budgets may be made by the department head or their designated representative on a voluntary basis and it is the sole discretion of the Budget Committee to facilitate the timely review of the proposed budget.
4. Voluntary budget presentations shall be limited in duration to a time period determined by the Budget Committee. It is incumbent upon the presenter to be prepared to deliver their presentation within the allotted

time period. The Budget Committee, under its sole discretion, shall extend, postpone, or schedule follow up meetings as necessary to enable a comprehensive review of the department's budget.

5. Budget presentation meetings shall be undertaken in a civil and respectful manner by all parties.
6. There shall be no public comment sessions during voluntary departmental budget review meetings.

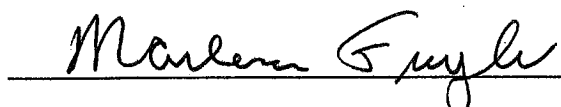
SECTION VIII - Adoption and Amendment:

- A. These by-laws shall be known as the Municipal Budget Committee By-Laws of the Town of Bradford.
- B. These by-laws shall become effective after adoption by majority vote of the Budget Committee at a regular or special meeting.
- C. These by-laws may be amended from time to time by the Budget Committee at a regular or special meeting.
- D. An amendment to these by-laws may be moved at one Budget Committee meeting but shall not be voted upon until the next regularly scheduled meeting, not less than seven days later. A copy of any amendment shall then be certified and submitted to the Town Clerk for inclusion in the town records.

Adopted/Amended

8/16/2018 Date

 Chairman

 Vice Chairman

ORDER OF BUSINESS or AGENDA CHECKLIST

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Receipt of Correspondence
4. Approval of Minutes
5. Old Business
6. Review of Budgets and Expenditures
7. Information and Proposals from sub-committees,
school board, selectmen, department heads and
citizens
8. Future Business
9. Adjournment