

SABATTUS TOWN BUDGET COMMITTEE BY LAWS

ARTICLE I

NAME

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

ARTICLE II

PURPOSE

The Budget Committee shall work diligently, on behalf of the Sabattus residents, to implement new policies and/or guidelines regarding the Town's budgeting process, to review and consider all budget requests and revenue estimates for the ensuing fiscal year prior to making recommendations at the Annual Town Meeting, to monitor current year departmental expenditures, and perform other tasks, as appropriate, that directly relates to the budgeting process, which significantly impacts property tax assessments.

ARTICLE III

MEMBERSHIP

The voters of Sabattus and Board of Selectmen shall determine the membership of the Committee. After their initial transition terms, as determined by the Town Charter, elected and appointed members shall serve three-year terms.

There will be six elected positions and three appointed; total of 9 members.

They shall serve on the committee until one of the following occurs:

1. Expiration of current term.
2. Removal for cause as specified in the by-laws or applicable state laws.
3. Resignation.

ARTICLE IV OFFICERS & ELECTIONS

Section 1. Officers and duties. The officers of the Committee shall be Chairperson, Vice-Chairperson, and Secretary.

Section 2. Nomination Procedure, Time of Elections. Members of the Committee shall nominate members for each officer position, being proposed by one member and seconded by another. These officers of the Committee shall be elected annually by and from the majority of voting members of the Committee at the first Committee meeting following the Annual Town Meeting. Should an officer resign, the Committee shall hold an election for that position at the next scheduled meeting.

Section 3. Ballot Election, Term of Office. If more than one member is nominated for the same position, voting will be held by secret ballot. The officers shall serve until such time as a new slate of officers is chosen as provided in these Bylaws.

Section 4. Condition for Removal from the Committee. If any member is absent from four (4) consecutive scheduled or announced meetings without being excused by the Chairperson they shall be considered an inactive member.

The Committee, by majority vote of a quorum, shall instruct the Secretary to inform the absent member of recommendation for removal by sending a notice by certified mail or return receipt email. Notification of inactive membership will also be sent to the Board of Selectman for their review and upon approval the inactive member will be removed from the Committee.

The Board of Selectmen shall appoint a member to fill the vacancy within a 30-day period as follows:

- 1. A member appointed by the Board of Selectmen will serve the remainder of the removed member's term.**
- 2. An appointee who replaces a member who was elected to office shall serve until the next town election at which time registered voters from the Town of Sabattus may run to fill the vacancy.**

ARTICLE V

DUTIES OF OFFICERS

Section 1. Duties of the Chairperson. The Chairperson shall preside over all meetings of the Committee, shall be responsible for the orderly functioning of the Committee and shall appoint such subcommittees as deemed necessary. The Chairperson shall execute and sign all official documentation on behalf of the Committee in accordance with the Town of Sabattus policies and/or guidelines

and the Laws of the State of Maine. The Chairperson shall also be designated as the Committee's spokesperson, unless he/she elects to delegate to another member, during Town Meetings, explaining the Committee's recommendation and any other pertinent information as requested by the Committee. The Chairperson may, if requested, read an explanation of the minority position if so requested. The Chairperson shall also perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Committee.

Section 2. Duties of the Vice Chairperson. 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. In the event of death, removal or resignation of the Chairperson, the Vice-Chairperson shall assume the office of the Chairperson.

Section 3. Duties of the Secretary. The Secretary shall keep proper and accurate records of the Committee, attend to the correspondence on behalf of the Committee, notify the membership of various meetings, take proper minutes at each meeting, and perform such duties as are usually performed by the Secretary of such Committees.

ARTICLE VI

MEETINGS

Section 1. Regular Meetings. The regular meetings of the Committee shall be held on the first Thursday of each month, unless otherwise ordered by the Committee.

Section 2. Annual Meetings. The regular meeting on the first Thursday in June following the Annual Town Meeting shall be for the purpose of electing officers.

Section 3. Special Meetings. 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 three (3) members of the Committee. Notice of 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. Said notice shall contain the time and place of meeting, and so far as possible the purpose(s) of the meeting.

Section 4. Public Hearings. The proposed budgets shall be established by a majority vote of the Committee and shall be open to public hearings. Public Hearings held by the Committee for the Town shall be posted two (2) weeks in advance and shall provide the time and place of meeting. The Town web-site shall be considered sufficient posting.

Section 5. Quorum. A quorum will consist of at five (5) members of the Budget Committee.

Section 6. Agenda. The Committee shall adhere to the following agenda format, unless members vote otherwise.

- 1. Welcome/Pledge of Allegiance**
- 2. Roll Call**
- 3. Reading and Approval of Minutes**
- 4. Reports by Officers, Boards, Committees**
- 5. Reports by Special Committees**
- 6. Unfinished Business and General Orders**
- 7. New Business**
- 8. Adjourn**

ARTICLE VII

PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order” shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Committee may adopt.

ARTICLE VIII

AMENDMENT OF BYLAWS

These bylaws may be amended at any Committee meeting by a two-thirds vote of the voting membership present, provided a notice has been sent, in accordance with these Bylaws, of the proposed amendment to each member at least one week before the date of such meeting.

ARTICLE IX

SEVERENCE

If any section, subsection, paragraph, sentence, clause or phrase of these bylaws shall be declared invalid for any reason whatsoever, such decision shall not effect the remaining portions thereof, which shall remain in full force and effect

and to this end, the provisions of these by-laws are hereby declared to be severable.

These Bylaws shall supercede any pre-existing Bylaws and will be effective upon adoption.

**Amedeo Lauria
Chairperson**

**Peggy Peters
Secretary**