

Town of Skowhegan
Budget & Finance Committee By-Laws

Adopted: Annual Town Meeting, March 21, 1964 Article 60
Replaced: Annual Town Meeting, March 5, 1977, Article 40
Repealed: Annual Town Meeting, March 13, 2000 Article 30
Amended: Annual Town Meeting, December 11, 2006, Article 23
Amended: Special Town Meeting, February 14, 2012, Article 5.

Members: The Budget Committee shall be comprised of eleven (11) members who shall be appointed by the Board of Selectmen at its first regularly-scheduled meeting following the annual town meeting, as each person's three-year term expires. Members are to be designated each year for three-year terms. Every effort should be made by the Board of Selectmen to fill vacancies after it receives written resignation of a member or learns of a member's death. No member of the Board of Selectmen, full-time employee of the Town of Skowhegan, or non-resident of the Town of Skowhegan shall be eligible to serve as a member of the Committee. The Town Manager or his/her designee from the Board of Selectmen shall act as ex-officio member at all meetings of the Committee. Any member missing more than two consecutive meetings without notifying the chairman, town manager or his/her designee will be automatically terminated.

Meetings: The Budget Committee shall convene quarterly in open session. At the first scheduled meeting, election of a chairman, vice chairman and secretary will be done, and shall certify to the town clerk the names of its members and officers to be recorded in the town record. A recording secretary will be provided, if necessary, by the Town Manager to attend or transcribe the taped minutes of all meetings, in conjunction with the elected Committee secretary and minutes will be disbursed to the Committee in a timely manner. The Committee shall meet in open session to set the dates and times to hold meetings and shall meet any other time that the chairman or town manager deem necessary. Special meetings also can be scheduled when a written request of the majority of the Committee is submitted to the chairman.

The elected secretary or recording secretary shall notify the members of any meetings to be held. Financial reports shall be available on request from any Committee member. Postage, the recording secretary's salary, and any incidental expenses shall be paid from the appropriate departmental expense account. No meeting can be convened unless at least six (6) members are present. Telephone votes by an absent member will not be allowed to be counted, because a legal quorum is necessary in order to conduct a meeting.

Budget: The Board of Selectmen shall submit its annual proposed budget to the Budget Committee no less than thirty (30) days prior to the submission of the Annual Town Report to the printers. The Committee shall make its recommendations in writing to the Board of Selectmen for inclusion in the town meeting warrant thirty (30) days prior to the Annual Town Meeting and in accordance with Maine State Law for inclusion in a Special Town Meeting warrant.