

**SANBORNTON NH
MUNICIPAL
BUDGET COMMITTEE
BY~LAWS**

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SANBORNTON MUNICIPAL BUDGET COMMITTEE

BY~LAWS

Provisions of the Bylaws shall not be in conflict with the RSA CHAPTER 32, MUNICIPAL BUDGET LAW and RSA 91-A

Article I. Purpose

The Sanbornton Municipal Budget Committee was formed by vote of the Town at the March 8, 1949 town meeting. Members of the Budget Committee are elected officials with a 3-year term with one member of the committee as an ex-officio member of the BOS, for a total of 7 members.

The general role of the Committee is outlined in RSA Chapter 32, Municipal Budget Law (see addendum A)

Article II. Meetings (Regular, Special, Quorum)

- Meetings will be held the third Tuesday of each month and at other times as deemed necessary. Meetings may be canceled or rescheduled by a majority vote of all members present in a quorum at a given meeting, or by the Chair of the committee due to inclement weather or emergency. In the event of inclement weather or emergency the Chair shall contact each officer promptly.
- Time of meeting shall begin at 6:30 pm and follow the agenda set by the Chair.
- The Annual Organizational Meeting shall be held in conjunction with the regular business meeting the first meeting after Town Meeting. At which time new officers will be elected and a complete meeting schedule shall be determined for the next fiscal cycle. The Annual meeting will be called by the Chair or Vice Chair of the previous year or by the ex-officio member of the BOS.
- Special meetings may be called at any time by the Chair. Any majority of members may request a special meeting through the Chair either in writing or by vote at a public meeting. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in advance to all members and the Public by notice.
- A quorum of four members shall be present at any regular, special meeting or Annual Organizational meeting in order for the committee to conduct its business.
- A quorum of members shall be present at any regular, special, or Annual Organizational Meeting before the election of officers or amendments to the

Bylaws can commence. Each member shall have one vote in all matters unless they recuse themselves. (see addendum C, Conflict of Interest)

- Any member who fails to attend four consecutive regular meetings without being excused by the Chair or acting Chair shall declare a vacancy.
- In the event that a vacancy occurs on the Committee, the Committee members shall recommend candidates to fill the vacancy. The vacancy shall be filled by majority vote of the Budget Committee, until the next regular town election.
- All meetings will be posted on the town web site and in the town office lobby. All meetings will be open to the public, except under RSA 91-A:3 (see addendum B)
- The meetings of the committee may be tape recorded by the committee.

ARTICLE II (a) Voting of committee/members (adopted (8/16/16)

All votes shall be made by voice vote, one member at a time. The recording secretary will tally votes and record votes in the affirmative and a tally of the votes in the negative. The minutes will reflect the totals and the result of such motion/vote. At the request of a verbal consensus of the members, a vote may be taken by a written ballot. Written ballots shall be provided by the chair to the members, collected by the chair and handed to the recording secretary for count. The recording secretary shall announce the results and record in the minutes the tally and the result of the motion/vote.

Article III. Duties of Members

- It shall be the duty of all members to attend all regular meetings, special meetings and public hearings as scheduled by the committee
- It shall be the duty of each member of the committee to acquire, read & understand RSA 32, The Municipal Budget Law in its entirety.
- It shall be the duty of each member of the committee to obtain Municipal Budget training via NHMA when newly elected or upon reelection after sworn into office.
- In the absence of a Chair or Vice Chair at any meeting, it shall be the responsibility of the members present to elect a temporary Chair for that meeting.
- It shall be the duty of all members, under their oath of office, to participate fully in the preparation of the annual fiscal budget, and to present its recommendation to the legislative body at Town Meeting. It shall be the duty of all members to recuse themselves if a matter of a conflict may arise. (see addendum C)

Article IV. Electronic Participation of members

Pursuant to RSA 91-A: 2 III and following the provisions herein, electronic participation of members is subject to this statute. (See addendum B)

Article V. Members of the Public at meetings

All meetings are open to the public. Members of the Public may speak if recognized by the Chair and the member of the public is speaking solely on the topic on the floor for discussion by the committee. The Chair shall have order of the meeting at all times and can disallow comments from the public, and or can ask that questions from the public be put in writing to be addressed at a future meeting if necessary.

Article VI. Other Roles on the Committee

At each Annual Organizational Meeting of the Committee the members present shall elect the following officers to serve until the next Annual Organizational Meeting of the committee:

1. Chair
2. Vice-Chair
3. Other positions, if desired

The committee shall also have a secretary to assist in minute taking and perform other duties at the discretion of the committee. The hiring authority of any paid employee is at the discretion of the BOS. The committee may make a recommendation for a hire and may suggest changes to the job description and tasks to be performed.

Article VII. Duties of Officers

Chair ~ it shall be the responsibility of the Chair to:

~conduct the meetings in accordance with Robert Rules of Order (as per vote of the BOS 5/03).

~ To draft the annual report for vote of the Committee and submission to the Town Report.

~call special meetings if needed.

~ensure compliance by all members of RSA 32 and RSA 91A

~set the agenda for each meeting

~fully inform the Vice-Chair of all committee matters.

Vice Chair ~ it shall be the responsibility of the Vice-Chair to:

~step in to assist the Chair

~to perform all duties of the Chair in the absence of the Chair

Article VIII. Amendment of Bylaws

Bylaws of the Sanbornton Municipal Budget Committee may be amended or suspended, in whole or by part, by a two-thirds vote of the majority of the Budget Committee membership. Written notice of intentions to amend By-Laws must be

received by the chair fifteen days prior to the meeting changes will be reviewed, unless all members of the Committee present at the time of the request agree.

Article IX. Addendums to Bylaws

All addendums to these Bylaws must be kept up to date. If the up to date version is not attached, the current revision per the statute prevails.

Article X. Signatures and date of revision

We the undersigned, members of the Sanbornton Municipal Budget Committee, recommend these Bylaws, as written and voted and signed this day;

Member (Printed Name)	Member Signature	Date Signed
John Olmstead, Chair		10/27/15
Ralph Rathjen, Vice Chair		10/27/15
Craig Davis		10/27/15
Earl Leighton, Jr		10/27/15
Roger Grey		10/27/15
Katy Wells		10/27/15
See revision, adopted 8/16/16	Section Article II (a) Voting of committee/members	
