

SANBORNTON MUNICIPAL BUDGET COMMITTEE

BY-LAWS

Accepted June 17, 1997

The Sanbornton Municipal Budget Committee was formed following the vote of the Townspeople on March 8, 1949.

Per RSA 32:14-24 the general role of the committee according to the N.H. Supreme Court in *Hecker v. McKernan*, 105 N.H. 195 (1963), the purpose of the Municipal Budget Committee Law is:

“to provide a committee with special knowledge to oversee and analyze the expenditures of the various town departments and districts. In the manner the electorate, which would ordinarily be without the detailed knowledge necessary to vote intelligently on certain budgetary problems, might be given sufficient information to determine the annual amounts necessary to properly manage town affairs.”

With this direction, we adopt the following BY-LAWS for the general conduct of the Sanbornton Municipal Budget Committee:

ANNUAL ORGANIZATION MEETING

1. The Annual Organization Meeting shall be held no later than three weeks after the Annual Town Meeting. The meeting shall be called by the Chairman or Vice-Chairman of the previous year, or by the ex-officio member of the Board of Selectmen.
2. This Meeting is open to the public. Public Notice of Meeting shall be given. The notice must be posted in two public places 24 hours in advance.
3. The following officers shall be elected at this meeting by majority vote and they hold office until the Sanbornton Municipal Budget Committee desires to reconsider its organization as provided in section “7” below:
 - A. Chairman
 - B. Vice-Chairman
 - C. Others, if desired.
4. The elected Chairman shall forward the names of the officers so elected, to the Board of Selectmen.
5. A copy of the BY-LAWS and RSA 32:14-24 as well as any additional documents as seen fit shall be distributed to new members and shall be reviewed annually by the Sanbornton Municipal Budget Committee.
6. The dates, times and places for Regular Meetings shall be established, and the Chairman shall forward this information to the Board of Selectmen.
7. By majority vote, any portion of the Annual Organizational Meeting may be reconsidered at any Regular Meeting.

REGULAR COMMITTEE MEETINGS

1. The Budget Committee shall meet as scheduled at the Annual Organizational Meeting, or

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With the consent of the majority of the members, at another date, time and/or place. All

members must be notified of the change.

2. All Budget Committee Meetings are open to the public. Public Notice of Meeting shall be given.
3. The business of the Regular Meeting maybe, but not limited to the following:
 - A. Opening of the meeting by the Chairman
 - B. Roll Call
 - C. Approval of the minutes of the previous meetings
 - D. Correspondence
 - E. Expenditure and Receipt reports
 - F. Old Business
 - G. Reports of member
 - H. New Business, Future Agenda and dates
 - I. Receiving resident comments
 - J. Adjournment

SPECIAL MEETINGS

A Special Meeting shall be held at the call of the Chairman or at the request of any two members. All members shall be informed of all matters to be discussed at Special Meetings. Matters other than those specified, can be acted upon only if all members are present.

PUBLIC HEARINGS

At all Public Hearings and at Town Meetings:

1. The Chairman shall assure that the majority view is first stated.
2. After the majority view is stated, any member may express the views of the minority.

QUORUM

A majority shall constitute a quorum for the transaction of business. In the absence of the Chairman and Vice-Chairman, a majority of those present shall elect a temporary Chairman for that meeting.

PARLIAMENTARY PROCEDURE

1. Voting shall be by a voice vote. At the request of any member, the Committee shall be polled and the votes of individuals recorded.
2. The vote of any member present shall not be disallowed.
3. Proxy or telephone votes will not be allowed.

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4. The Chairman's ruling may be challenged. A challenge shall be voted upon by the committee and if supported by a majority of those present, the Chairman shall be overruled.

DUTIES OF THE OFFICERS

1. The Chairman shall:
 - A. Call meetings of the committee
 - B. Give Public Notice
 - C. Preside at all meetings of the Committee
 - D. Execute all documents requiring signatures on behalf of the Committee, except as otherwise provided by the Committee
 - E. Have the right to offer Resolutions, to discuss questions and to vote thereon
 - F. Assure that the Vice-Chairman is fully informed on Committee matters
 - G. Assure that all members have a reasonable opportunity to express their opinions
 - H. See that the duties of the other officers are performed
2. The Vice-Chairman shall, in the absence of the Chairman, perform the Chairman's duties.

DUTIES OF THE MEMBERS

1. Members shall attend all meeting. If unable to attend a meeting, the Chairman should be notified. If a member fails to attend four successive Regular Meetings without notifying the Chairman (or a Chairman not notifying the Vice-Chairman), the Chairman or acting Chairman shall declare a vacancy and notify the Board of Selectmen of the vacancy.
2. Members shall maintain and have available the necessary records needed for the proper performance of their duties.
3. It is the duty of each member to assure that the minutes of the meetings are accurate.
4. It is the duty of each member to become familiar with the Municipal Budget Law, RSA 32:14-24.
5. It is the responsibility of a member to notify the Chairman and the Board of Selectmen in writing of intentions to resign.

Accepted August 16, 2011

An addition to "DUTIES OF MEMBERS"

6. It is the duty of each member to become familiar with and abide by the applicable Sections of the Town of Sanbornton Personnel Rules and Regulations; such as but not limited to; Ethics, Confidentiality, Harassment, Gratuities, Drug and Alcohol Policy, etc.

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VACANCIES

1. If a vacancy occurs on the Committee, Committee members shall recommend candidates to fill the vacancy. Election shall be a majority vote.
2. In the event a vacancy occurs among the Committee officers, the matter shall be address at the next Regular Meeting.

COMMITTEES

1. The Chairman may appoint standing committees as required.
2. At the request of a majority of the Committee, the Chairman shall appoint special-purpose committees which may be comprised of less than the full membership. The committee shall be discharged on completion of their assignments. Officers may be members of such committees.

MINUTES OF THE MEETINGS

1. Minutes must be taken at all Committee Meetings and conform to the "Right-to-Know" Law, RSA ch. 91-A.
2. The minutes of the meetings shall include (but not limited to)
 - A. Names of members present
 - B. Names and titles of nonmembers participating in the meeting
 - C. Approval of the minutes of the previous meeting
 - D. Concise summary of items discussed
 - E. A record of all motions made and their outcome

AMENDMENTS

BY-LAWS of the Sanbornton Municipal Budget Committee may be amended or suspended (in whole or in part only) by a two-thirds vote of the members present. Written notice of intentions to amend BY-LAWS must be received by the Chair fifteen days prior to the meeting, unless all members of the Committee are present.