

Town of Sanbornton
Municipal Budget Committee
Rules of Procedure
(Effective August 10, 2021)

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Preamble

These Rules of Procedure supersede all prior versions of the Sanbornton Municipal Budget Committee By-Laws. No provision of these Rules of Procedure shall be in conflict with RSA 32: Municipal Budget Law, RSA 91-A: Access to Governmental Records and Meetings, or any other NH Statute or regulation that may be applicable. Where conflicts occur, the applicable statute or regulation will take precedence over the specific issue in question.

Article I - Purpose

The Sanbornton Municipal Budget Committee (the “Committee”) was formed by vote of the legislative body at the March 8, 1949 Town Meeting. Members of the Committee are elected officials with 3-year terms with one member of the Committee serving as an ex-officio member of the Board of Selectmen, for a total of seven (7) voting members when at full compliment.

The general role of the Committee is outlined in RSA 32: Municipal Budget Law as amended.

The purpose of these Rules of Procedure is to define the types of Committee meetings, voting rules, duties and roles of members, rules for public comments, filling of vacancies and other general Committee matters.

Article II – Committee Meetings

A. Types of Committee Meetings:

1. Regular meetings will be held as agreed to by the Committee and at other times as deemed necessary by the Chair.

2. Special meetings may be called at the discretion of the Chair to address urgent matters that cannot wait until the next regular meeting. Also, 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.
 3. The Annual Organizational Meeting shall be held in conjunction with the first regular meeting of the Committee following the annual Town Meeting, at which time new officers will be elected. The organizational meeting will be called by the Chair of the previous year or by the ex-officio member of the Board of Selectmen.
 4. Emergency meetings, as permitted by RSA 91-A:2, II, may be called with less than 24 hours' notice when the Chair determines that immediate, undelayed action is imperative. Notice of an emergency meeting shall be provided as soon as practicable. The minutes of any such meeting shall clearly spell out the need for the emergency meeting. All votes taken at an emergency meeting shall be by recorded roll call vote.
 5. Nonpublic meetings are allowed only if they are in strict compliance with RSA 91-A:3.
- B. A quorum of four members shall be physically present at any regular, special, annual organizational or nonpublic meeting in order for the Committee to conduct its business. In the case of an emergency meeting, any number of members may participate remotely, though a quorum is still required to conduct business.
 - C. Each member shall have one vote in all matters, whether present in person or electronically as provided in Article IV, unless they recuse themselves in accordance with Article III, Section F. All votes shall be made by voice vote. If there is not a unanimous vote, the minutes will reflect the individuals in the affirmative and those in the negative.
 - D. Meetings may be canceled or rescheduled by a majority vote of all members in a quorum at a given meeting.
 - E. The Chair of the Committee may cancel or postpone a scheduled meeting due to inclement weather or emergency. In the event of a cancellation, the Chair or Recording Secretary shall promptly contact each Committee member.
 - F. Meetings shall follow the agenda set by the Chair.
 - G. In the event a Committee vacancy occurs, the remaining members shall recommend candidates to fill the vacancy. The vacancy shall be filled by majority vote of all remaining members of the Committee and that new member shall serve until the next regular town election.
 - H. All meetings will be posted on the town web site and in the public areas of the town office in accordance with RSA 91-A. All meetings will be open to the public, except under RSA 91-A:3
 - I. All public meetings may be recorded by the Committee or by the public.

Article III - Duties of Members

- A. It shall be the duty of each member to attend all meetings and public hearings of the Committee. A member 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.

- B. It shall be the duty of each member of the Committee to acquire, read and understand RSA 32: Municipal Budget Law, in its entirety.
- C. It shall be the duty of each member of the Committee to obtain municipal budget training via NHMA as soon as practical when newly elected or upon reelection.
- D. In the absence of the Chair and Vice Chair at any meeting, it shall be the responsibility of the members present to elect a temporary Chair for that meeting.
- E. It shall be the duty of each member, under their oath of office, to participate fully in the preparation of the annual fiscal budget, and to present the Committee's recommended budget to the legislative body at Town Meeting.
- F. It shall be the duty of each member to recuse themselves if a matter of conflict of interest, or an appearance of conflict of interest, shall arise.

Article IV - Electronic Participation of Members

- A. When attendance in person is not reasonably practical, one or more members of the Committee may participate in meetings electronically (telephone, video conference, etc.) as permitted by RSA 91-A:2 III, or under emergency executive orders of the Governor or other similar authority. The reason that in person attendance was not practical shall be stated in the minutes of the meeting.
- B. A member participating in a meeting by electronic means is deemed to be present at the meeting for purposes of voting. All votes taken during such a meeting shall be by roll call vote.
- C. Except for emergency meetings, a quorum of the Committee shall be physically present at the location specified in the meeting notice.

Article V - Members of the Public at Meetings

All Committee meetings are open to the public. Members of the public may speak only 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. The Chair may require 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 a quorum of members present shall elect the following officers to serve until the next Annual Organizational Meeting:

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

The Committee shall also have a Recording Secretary to assist in minute taking and perform other duties at the discretion of the Committee. The hiring authority of any paid employee is solely at the discretion of the Board of Selectmen. The Committee may make a recommendation for a hire and may suggest changes to the job description and tasks to be performed by the Recording Secretary.

Article VII - Duties of Officers

Chair - It shall be the responsibility of the Chair to:

- A. Draft the annual report for vote of the Committee and submission to the Town Report,

- B. Call special, emergency, or non-public meetings, as needed,
- C. Ensure compliance to RSA 32 and RSA 91-A by all members,
- D. Set the agenda for all meetings and decide all questions of order and decorum at meetings,
- E. Fully inform the Vice Chair of all Committee matters.

Vice Chair - It shall be the responsibility of the Vice Chair to:

- A. Assist the Chair in all matters as needed,
- B. Perform all duties of the Chair in his or her absence, or as requested by the Chair.

Article VIII – Amendment of Rules of Procedure

These Rules of Procedure may be amended or suspended, in whole or by part, by a majority vote of all Committee members.