

Budget Advisory Committee Ordinance

An Ordinance relating to the creation and administration of a Budget Advisory Committee for the Town of Searsport.

ARTICLE I GENERAL

1.1 **Short Title**

This Ordinance, prepared in accordance with the provisions of Title 30-A, MRSA section 3001, as amended, shall be known as and may be cited as the "Town of Searsport Budget Advisory Committee Ordinance" and shall be referred to herein as the "Ordinance".

1.2 **Purpose**

The purpose of this Ordinance is to establish the rules and regulations for the administration of the Town of Searsport Budget Advisory Committee, and to formally prescribe guidelines and procedures to be followed by the Committee in the performance of its function.

1.2.1 The purpose of the Budget Advisory Committee is to consider proposed revenues and expenditures and to act in an advisory capacity to the citizens of Searsport.

1.3 **Definitions**

For the purpose of this Ordinance, the following definitions shall be observed in the administration of this Ordinance. All single references to gender shall include both sexes; wherever a male gender is used, it shall be construed to include either male or female.

1.3.1 "Committee" shall mean the Town of Searsport Budget Advisory Committee.

1.3.2 "Department Representatives" shall mean the various department heads, supervisors or other Town of Searsport staff so designated by the Town Manager.

ARTICLE II BUDGET ADVISORY COMMITTEE

2.1 **Committee Membership**

2.1.1 The Committee shall be composed of 18 members.

2.1.2 Membership on the Committee shall be determined by a general election to be held annually. Each year at least one-half of the Committee membership shall be subject to election.

2.1.3 Members shall be elected to serve a two-year term and may be re-elected at the pleasure of the voters of the Town. Municipal officers and officials are not eligible to serve. Should a vacancy occur following annual election, the Board of Selectmen shall appoint a replacement to serve until the next immediate annual election.

2.1.4 The Board of Selectmen shall solicit interest from the registered voters of Searsport and submit a list of nominees to voters of the Town of Searsport for annual election. Any registered Searsport voter, regardless of race, creed, color, sex, age, marital status, handicap, religion or national origin may express an interest in being considered for the Committee membership.

ARTICLE III COMMITTEE OFFICERS

3.1 **Election of Officers**

3.1.1 At the first annual meeting, the Committee shall elect a chairman, vice chairman and secretary for the ensuing budget year. These officers may be re-elected annually at the discretion of the Committee. Other officers may be elected as deemed necessary by the Committee.

3.2 **Duties**

3.2.1 The chairman shall serve as the chief spokesman for the Committee and shall conduct all business actions before the Committee. The Chairman shall be a voting member of the committee.

3.2.2 The secretary shall be the official recorder of Committee meetings. A copy of all minutes shall be available to the Committee, Board of Selectmen, and Town Manager at the next scheduled meeting. The votes of the Committee shall be recorded and published with the pertinent articles in any Town Meeting warrant. The secretary shall be a voting member of the Committee.

ARTICLE IV COMMITTEE MEETINGS

4.1 First Annual Meeting

4.1.1 The Board of Selectmen shall call the first annual meeting of the Committee at the start of the budget process, but no later than the first Thursday, of the first full week, of January. The Committee chairman shall call subsequent meetings.

4.2 Public Notice

4.2.1 The Town Manager shall cause public notices to be made informing the public as to the location, date, time and purpose of the scheduled Committee meetings.

4.3 Public Access & Participation

4.3.1 All Committee meeting shall be open to the public, who may, at the behest of the Committee, offer pertinent comments or testimony at the meetings.

4.4 Municipal Officials Attendance's

4.4.1 The Board of Selectmen, Town Manager and municipal department representatives shall attend committee meetings when requested by the Committee.

4.5 Quorum

4.5.1 A minimum of nine voting members must be present throughout any meeting in order to constitute a quorum. Failure to achieve or maintain a quorum shall constitute an informal meeting and no formal action may be undertaken.

4.6 Committee Attendance

4.6.1 All members of the Committee are required to attend all meetings. Members are expected to notify the chair when they are unable to attend any scheduled meeting. In the event of two consecutive unexplained absences, the chair will contact that member to ascertain their interest in continuing to serve on the Budget Advisory Committee. Should a member have two or more unexcused absences during any one term, the same member will not be submitted by the Board of Selectmen for voter consideration for at least two years following expiration of that term.

4.7 Budget Hearings

4.7.1 No later than the first Thursday, of the first full week of January of each year, the Committee shall hold an organizational meeting, and schedule further meetings to review the municipal budget as proposed by the Board of Selectmen. The Committee's recommendations shall be reported separately from the Board of Selectmen's recommendations in the Annual Town Meeting Warrant.

4.7.2 To facilitate the Committee's review of the proposed annual municipal budget, the Town Manager shall cause copies of the proposed budget be distributed to the Committee members as soon as practicable prior to any Committee meeting.

ARTICLE V SPECIAL TOWN MEETINGS

5.1 Committee Action

5.1.1 In those instances where the Board of Selectmen initiates a Special Town Meeting, at which municipal funds may be sought, the funding proposal shall be presented to the Committee

in a manner consistent with the foregoing process of reviewing the annual municipal budget. Votes taken will be included in the warrant for such special meeting in the same manner that they appear in a regular town meeting warrant.

ARTICLE VI CONSTRUCTION

6.1 Severability

6.1.1 Severability is intended throughout and within the provisions, including interalia, any exceptions, parts, phrases or terms or the application thereof, to any person or circumstances be held invalid, the application of other provisions of this Ordinance shall not be affected thereby and the validity of this Ordinance in any and all other respects shall not be adversely affected.

6.2 Supersession

6.2.1 This Ordinance supersedes and replaces any and all like or comparable Ordinances, policies or decisions previously enacted and in force within the Town of Searsport, and shall remain in effect until, or unless, revoked or superseded by action of the voters of the Town of Searsport.

6.3 Amendments

6.3.1 From time to time, circumstances may require that portions or sections of this Ordinance be amended, revised or deleted. Such actions shall be proposed at Town Meeting to the voters of Searsport by the Board of Selectmen. Approval of any amendments, revisions, or deletions rest exclusively with the voters of the Town of Searsport.

ARTICLE VII ADOPTION

7.1 This Ordinance was submitted to the voters of the Town and adopted at a Town Meeting held on the Eighth day of March 1986.

Attest: Judith A. Stauffer, Town Clerk

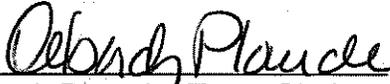
Amended at a Special Town Meeting on 6/4/96

Amended at a Town Meeting on 3/13/99

Amended at a Special Town Meeting on 1/31/2006

Amended at a Town Meeting on 3/7/2015

This is a true and attested copy by:


Deborah Plourde, Town Clerk