

Town of Eliot, Maine Eliot Budget Committee
1333 State Road Eliot, Maine 03903
December 2016
By-laws

1. The Eliot Budget Committee shall consist of seven (7) members. Members shall be elected for staggered three (3) year terms by the legislative body.
2. At the first meeting following the Annual Town Meeting, the Budget Committee shall elect its officers. The officers shall consist of Chair, Vice-chair, and Secretary and shall be filled by members of the current elected committee.
3. The Budget Committee shall elect one member of the Budget Committee or a designee to serve as a member of the town's negotiating team that will negotiate all labour contracts for the Town of Eliot.
4. The Budget Committee shall operate under the current Maine Moderator's Manual.
5. No meeting shall be held or a recommendation considered without a majority of the Committee present.
6. Any motion or vote shall carry by a majority of the members present.
7. All recommendations of the Committee shall be voted on at a regular meeting called by the Chair to consider matters of the Committee's business. Members may participate by video conference and may vote provided they have reviewed the relevant material.
8. The Budget Committee will maintain minutes for each meeting. The minutes shall be reviewed, and approved or amended at the next regular meeting, and then submitted to the Town Clerk for filing purposes as soon as possible.
9. The Secretary or Chair of the Budget Committee shall maintain a file of all correspondence and documents to be turned over to the Town Clerk at the end of the fiscal year.
10. The Budget Committee shall normally meet on the second Tuesday of each month and as scheduled by the Chair. A public notice shall be given seven (7) days prior to the public proceeding, except that for regularly occurring meetings or unusual and sudden circumstances, when a minimum of three (3) days' notice shall be provided.
11. The Budget Committee shall establish and submit to the Town Manager, an annual budget to cover its administrative activities.
12. The Budget Committee shall annually hold a public hearing on final budget recommendations a minimum of thirty (30) days prior to the Referendum vote.

13. Vacancies of the Budget Committee members, other than anniversary term expirations, may be filled by the Budget Committee as soon as possible, after posting the vacancy for fourteen (14) days. Each appointee shall serve until the next Town election.

14. The Budget Committee shall, by majority vote of the committee members present and voting, make recommendations regarding and included in each warrant article having a financial impact whether at the Annual Meeting or at a Special Town Meeting.

15. The Budget Committee may request, through the Town Manager, the attendance of a representative or member of the Select Board, Town Manager or any Department or Agency where the Committee determines their presence is necessary.

16. The Budget Committee may appoint advisory subcommittees for special studies.

17. The Budget Committee may request the presence or advice of any qualified individual to aid in its decision-making process.

18. The Budget Committee may request joint workshops with the Select Board and Town Manager throughout the annual budgeting process.

19. The Budget Committee shall prepare and submit to the Select Board all budget recommendations in accordance with the Town Manager's budget calendar.

Donna Murphy, Chair
Jim Tessier, Vice Chair
Denny Lentz, Secretary
Steve Furbish
Noah Lemire
Ed Strong