

Finance Committee Bylaw

Section 1. There shall be a Finance Committee of the Town of Shutesbury consisting of up to seven citizens of the Town, other than incumbents of excluded offices or boards which shall be: The Selectboard, the School Committee, the Elementary School Principal, the Union 28 Superintendent, the Fire Chief, the Police Chief, the Moderator and the Superintendent of Streets. The Moderator shall appoint members for not to exceed three years, full terms to begin on the first day of July. No Committee member shall serve more than three (3) consecutive full terms. The Finance Committee shall elect its own officers. The Committee shall serve without salary. Any member who shall be appointed or elected to any of the foregoing excluded Town offices or boards shall forthwith upon his qualification in such office or board, cease to be a member of Committee. The Committee shall hold scheduled meetings at least once in every two months of the calendar year. A member absent from one third of the meetings in any year of his term may be removed by a majority vote of the Committee after due notice to that member of the impending removal action. Voting or balloting by proxy shall be invalid in the Finance Committee.

Section 2. In the event of any vacancy in its membership, the Finance Committee shall notify the Moderator in writing, and the Moderator shall use best efforts to fill such vacancy within thirty days. Such appointee shall serve the remaining portion of the term of the prior member.

Section 3 The Finance Committee shall consider all matters of business that have a direct financial impact upon the Town which are included in the Articles of any Town Warrant for a Town meeting and, after due consideration, shall report its recommendation as to each such Article and shall cause the same to be posted on official Town bulletin boards at least seven days in advance of a Town meeting. The recommendations shall be those of a majority of the Committee, but this shall not prevent recommendations by a minority. Minority recommendations, if so requested by the minority, shall be reported under the same constraints as those placed on the majority. The Committee shall furnish for the Report for each annual Town Meeting a statement of the doings of the Committee for the fiscal year last closed, with any recommendations as it may deem advisable on matters pertaining to the welfare of the Town. It may issue recommendations on referenda and other matters on any ballot other than the choices of individuals for offices.

Section 4. The Finance Committee shall have authority at any time to examine the books, accounts and management of any department of the Town, and to employ such expert or other assistance as it may deem advisable for that purpose. The books and accounts of all departments and officers of the Town shall be open for the inspection of the Committee or any person employed for it for that purpose. The Committee may appoint sub-committees and delegate to them such of its powers as it deems expedient.

Section 5. The various Town boards, officers and committees charged with the expenditure of Town funds shall prepare detailed requests of the amounts deemed necessary by each of them for the administration of their respective offices or departments for the ensuing fiscal year and shall be requested by the Committee to deliver them to the Committee not later than the first of December of each year. Such requests shall be accompanied by explanatory statements of the

reasons for any changes from the amounts appropriated for the same purpose in the preceding year. They shall also prepare estimates of all probable items of income, which may be received by them during the ensuing fiscal year in connection with the administration of their respective departments or offices. Such estimates and statements shall be filed in duplicate with the Chair of the Finance Committee and the Chair of the Selectboard.

Section 6. The Finance Committee shall consider the requests and statements filed by the Town boards, officers and committees and may confer with them and may hold hearings if the Committee deems this advisable. The Committee shall then recommend for the Town budget of the ensuing fiscal year such sums as it considers necessary and appropriate. In case of any special Town meeting, which is to consider a request for further expenditure than is contained in an existing Town budget, the Committee shall then recommend such sums, if any, as it considers necessary and appropriate for such purpose.

Section 7. A quorum of members will be a majority of the appointed members at the time of any meeting. Each vote taken shall require a quorum and a majority vote of the quorum to be effective.