

**Town of Wayne
Budget Committee Ordinance**

Section 1. Establishment.

Pursuant to 30-A M.R.S.A. Section 3001, a Budget Committee is hereby established for the Town of Wayne, Maine.

Section 2. Composition; appointment; qualifications; terms; vacancies.

The Committee shall consist of five members who shall be elected by the legislative body and who shall be registered voters of the Town. *No other official or employee of the Town may be a voting member.*

Members shall serve for terms of five years, except that the terms beginning in 2018 shall be staggered as provided below. The length of term for each member elected in 2018 will be determined after the elections by having the person with the most votes take the longest available term.

	Current	Transition	Subsequent
Term 1: Term Expires on 6/30/2018	(2023)		(2028)
Term 2: Term Expires on 6/30/2018	(2021)		(2026)
Term 3: Term Expires on 6/30/2018	(2020)		(2025)
Term 4: Term Expires on 6/30/2018	(2019)		(2024)
Term 5: Term Expires on 6/30/2017	(2022)		(2027)

Both the Town Manager and Treasurer will serve in an advisory role (non-voting member) to the Committee.

If a vacancy exists, the vacancy must be filled by appointment by of the Board of Selectmen. The appointment is for the full, unexpired term.

Section 3. Officers; meetings; quorum; procedure.

The Committee shall annually elect a Chairperson from among its members. The Chairperson shall call meetings as necessary or when so requested by a majority of members or the Board of Selectmen. A quorum necessary to conduct business shall consist of at least a majority of members, that being **three (3) voting** members. The Chairperson shall preside at all meetings. If the Chairperson is unable to attend a meeting, the voting members in attendance shall appoint a temporary Chairperson for the meeting.

The Town Manager shall serve as the Secretary or unless a Secretary is otherwise elected from among its members. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee. All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410. The Committee may adopt rules of procedure not inconsistent with this ordinance.

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Section 4. Powers and duties; authority; recommendations; official cooperation.

The Committee shall have the following powers and duties:

- A. To review and make recommendations on the annual operating budget as proposed by the Board of Selectmen;
- B. To review and make recommendations on annual capital expenditures as proposed by the Board of Selectmen;
- C. To review and make recommendations on supplemental appropriations and expenditures and other budgetary action whenever proposed by the Board of Selectmen;
- D. To make such other recommendations on fiscal matters as it may from time to time deem advisable.

The Committee's authority shall be advisory only. Any recommendation on a matter requiring town meeting action shall be printed with the article in the warrant and on the ballot, if any, along with such other recommendations as may be included by the Board of Selectmen or required by law. The Board of Selectmen and the Town Manager shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its functions under this ordinance.

Section 5: Repeal of conflicting ordinances. All existing budget committee ordinances of the Town of Wayne are hereby repealed.

Section 6: Severability of provisions. It is the intention of the Town that each provision of this ordinance shall be deemed independent of all other provisions herein, and it is further the intention of the Town that if any provision of this ordinance be declared invalid all other provisions thereof shall remain valid and enforceable.

Section 7: Effective date. This ordinance shall be in full force and effect immediately upon town meeting approval.

The Town of Wayne voted to adopt this Ordinance on June 14, 2017 at an Annual Town Meeting.

Attest:



Cathy A. Cook, Town Clerk