

**Town of Vinalhaven
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 Vinalhaven, Maine.

Section 2. Composition; Appointment; Qualifications; Terms; Vacancies.

The Committee shall consist of five members who shall be appointed by the Board of Selectmen and who shall be registered voters of the Town. No other official or employee of the Town may be a member. Members shall serve for terms of three years, except that they shall continue in office until their successors are appointed. For transition purposes, the initial terms shall be staggered so that, as nearly as possible, an equal number of terms shall expire annually.

Section 3. Officers; Meetings; Quorum; Procedure.

The Committee shall annually elect a Chairman and a Secretary from among its members. The Chairman shall call meetings as necessary or when so requested by a majority of members or the municipal officers. A quorum necessary to conduct business shall consist of at least a majority of members. The Chairman shall preside at all meetings. 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.

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 recommendations 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.

This ordinance takes the place of the Budget/Budget Committee Ordinance adopted August 30, 1994; revised on November 14, 2003 and March 7, 2023.