

**TOWN OF RAYMOND
BUDGET AND FINANCE COMMITTEE ORDINANCE**

SECTION 1. Title

This Ordinance shall be known as the Town of Raymond Budget and Finance Committee Ordinance.

SECTION 2. Authority

This Ordinance is enacted pursuant to Title 30-A ss. 3001.

SECTION 3. Purpose

The purpose of this Ordinance is to merge the Town Finance Committee and the Town Budget Committee.

SECTION 4. Merger

The Town Budget Committee, as previously established and governed by the terms of the March, 1980 Ordinances, and the Town Finance Committee, as established by vote of the Town on March 18, 1978, and governed by the terms of the March, 1980 Ordinance, shall be combined into a Budget and Finance Committee.

SECTION 5. Powers and Duties

The Budget and Finance Committee shall have the following powers and duties:

- A. To consider each article for raising, appropriating or borrowing monies to be expended by or for the Town, with opportunity for discussion with those persons proposing the same, and to make recommendations on such articles to the Town Meeting for which they were drawn, which shall appear on the Warrant in substantially the following form, "The Town Budget Committee recommends approval/disapproval."
- B. To discuss with and make recommendations to the Board of Selectmen on proposals for specific expenditures.
- C. To investigate and recommend to appropriate Town departments the availability of Federal and State and other grants, loans, guarantees and other assistance for the Town and the types, terms, benefits and disadvantages thereof.
- D. To study and make recommendations on the general financial position, policies and practices of the Town and departments.
- E. To study and make recommendations on any proposal for payment for services or equipment by bond or note. Any such proposal, with the exception of general tax anticipation notes which will be reviewed under Section (D), will be accompanied by an impact statement and recommendation for rejection or approval.

- F. To develop and maintain, with the input from all other committees and Boards in Town, a five (5) year moving Capital Improvement Plan.
- G. To study and report to the Board of Selectmen potential revenue raising opportunities that may require actions by the Board or Town Manager.

Section 6. Membership, Quorum, Voting

The Budget and Finance Committee shall consist of nine (9) voting members, plus the Chair of the Board of Selectmen and the Chair of the School Board who shall be NON-VOTING EXOFFICIO members. The Chair of the Budget and Finance Committee shall be elected by a majority of the Budget and Finance Committee voting members. Three (3) voting members who are residents of the Town shall be elected annually by the Town, for a term of three (3) years. Any vacancy among the voting members shall be filled by the Town at the first annual Town Meeting following the creation of that vacancy. The Budget and Finance Committee shall officially act only in the presence of a quorum of five (5) voting members. Official motions will pass only on a majority vote of all voting members of the Budget and Finance Committee, unless the Budget and Finance Committee unanimously votes to adopt other rules at the first meeting of the year after the Annual Meeting and agrees to utilize the revised voting procedure for the full year. No member of the Budget and Finance Committee shall vote on a budget item in which the member has an interest.

Section 7. Non-Attendance

In the event a member of the Budget and Finance Committee fails to attend, without being excused by the Chair of the Budget and Finance Committee, three (3) consecutive regularly scheduled business meetings or two (2) consecutive regularly scheduled Town Budget Review Meetings, the Budget and Finance Committee by unanimous vote of all attending members of that third regularly scheduled business meeting or second regularly scheduled Town Budget Review Meeting may remove the member from office and have the member replaced under the vacancy section of (3) above.

Section 8. Severability

If any part or parts, section or subsection, sentence, clause or phase of this Ordinance is for any reason declared to be unconstitutional or invalid, such shall not affect the validity or constitutionality of the remaining portions of this Ordinance or any rules or regulations promulgated hereunder.

Section 9. Effective Date

This Ordinance shall become effective upon passage by the legislative body of the Town of Raymond at a duly called Town Meeting.

[Amended May 19, 1995]

TOWN OF RAYMOND, MAINE

BUDGET COMMITTEE

March 1980

1. The Town Budget Committee, as previously established, shall be governed by the terms of this Ordinance after March 22, 1980.
2. The functions of the Committee shall be as follows:
 - A. To consider each article for raising, appropriating or borrowing moneys to be expended by or for the Town, with opportunity for discussion with those persons proposing the same, and to make recommendations on such articles to the Town Meeting for which they were drawn; and
 - B. To discuss with and make recommendations to the Board of Selectmen on proposals for specific expenditures.
3. The Budget Committee shall consist of nine voting members, plus the selectmen and the Chairman of the School Board who shall be non-voting ex-officio members. The Chairman of the Budget Committee shall be elected by a majority of the Budget Committee. Three voting members who are voting residents of the Town shall be elected annually by the Town, for a term of three years. Any vacancy among the voting members shall be filled by the Town at the first Town Meeting following the creation of that vacancy. The Committee shall act only by a vote of five or more of its voting members. No member of the Budget Committee shall vote on a budget, which he/she has participated in preparing.