

Budget Committee By Laws  
Town of Chelsea

September 26, 2012  
As Amended: October 24, 2012

**Purpose**

The Budget Committee of the Town of Chelsea has been established for the purpose of determining the fiscal status of the town, to review the budget proposals presented to it by the Board of Selectmen and to make recommendations to the annual Town Meeting and Special Town Meetings regarding all warrant articles which have a financial impact.

**Organization**

The Board of Selectmen of the Town shall annually, in the month of August, appoint members from residents completing a volunteer application form, whose name appears on the list of registered voters of the Town of Chelsea and citizens who are not employed by the Town to serve on the Budget Committee

When the Budget Committee is first established, the Board of Selectmen shall appoint five people to serve

Those appointed shall, by lot, determine one member who will serve one year, two members who will serve two years, and two members who will serve three years. The Board of Selectmen shall appoint two alternate members, who shall attend meetings and vote if needed.

After the first appointments, the Board of Selectmen shall appoint members to the Budget Committee for three year terms.

Members of the Budget Committee may resign their position in writing to the Board of Selectmen who will then fill the opening for the remainder of the term. Any Budget Committee member who fails to attend two consecutive meetings without being excused by the Chairman of the committee shall be removed from the committee and the Board of Selectmen shall appoint a replacement to complete the un-expired term.

The first meeting of the Budget Committee shall take place not later than September annually. The meeting shall be called by the Town Clerk who will notify the members of the committee in writing and post a notice of the meeting at the Town Office.

At the first meeting annually, the committee shall select from its membership a chairperson, a vice-chairperson, and a secretary.

The chairperson shall preside at all meetings of the committee. In the absence of the chairperson, the vice chairperson shall run the meeting.

The secretary shall keep an accurate record of the decisions and actions taken by the committee and make the minutes available to the town by posting them at the town hall

All meetings of the Budget Committee shall be open to the public in accordance with the State of Maine Freedom of Access Law.

Three members of the committee shall constitute a quorum for the conducting of business. In the absence of a quorum, an informational meeting may be held but no action may be taken.

### **Responsibility**

The Budget Committee shall hold meetings as necessary to hear presentations from representatives of the Town and outside bodies regarding their proposed annual budget.

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

The Budget Committee shall review the long range capital improvement plan for the Town and its annual fiscal impact.

The Budget Committee shall meet as necessary, but not less than quarterly, to review the fiscal status as it relates to income and expenditures.

The Budget Committee shall annually review the report of the auditor and make recommendations to the Board of Selectmen for meeting the needs identified by the auditor.

***Amended this 24 day of October, 2012 by:***

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***Benjamin Smith***  
***Board of Selectmen***

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***Mike Pushard***

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***Linda Leotsakos***