

Town of Appleton 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 APPLETON, Maine.

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

The Committee shall consist of **9** members who shall be appointed by the municipal officers and who shall be registered voters of the Town. No town official or employee receiving over \$2,000.00 per Town's fiscal year in compensation from the Town of Appleton may be a member. Members shall serve for terms of **3** years. For transition purposes, the initial terms shall be staggered so that as nearly an equal number of terms shall expire annually. Vacancies shall be filled within 90 days by appointment of the municipal officers for the unexpired term.

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 municipal officers;
- B. To review and make recommendations on capital expenditures as proposed by the municipal officers;
- C. To review and make recommendations on the annual school budget as proposed by the school board/school committee;
- D. To review and make recommendations on capital expenditures as proposed by the school board/school committee;
- E. To review and make recommendations on supplemental appropriations and expenditures and other budgetary action whenever proposed by the municipal officers;
- F. 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 municipal officers or required by law. The municipal officers 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. This ordinance shall supersede all previous town meeting warrant articles establishing a budget committee.

Adopted June 09, 2010, Annual Town Meeting
Amended January 12, 2016, Special Town Meeting
Amended March 7, 2017, Special Town Meeting

A True Attest: