

**TOWN OF HUDSON,
NEW HAMPSHIRE**



**MUNICIPAL BUDGET COMMITTEE
BYLAWS**

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Section I Purpose

- A. The purpose of the Bylaws of the Budget Committee is to define the composition, terms of office, vacancies, functions, and duties of the Committee.

Section II Organization

- A. Membership - The Committee shall comprise of the elected members at Large as determined by Town Meeting adoption of RSA 32, and those appointed by the Budget Committee (RSA 32:15 VII).
- B. Officers - Nominations of, and elections for, all Officers shall be by a majority vote of those present.
1. A Chairman, Vice Chairman, Clerk and Alternate Clerk shall be elected at the first regularly scheduled meeting following Annual Town Meeting, but not later than April 30.
 2. In the case of a vacancy in the position of Chairman after such election, the Vice Chairman shall immediately succeed to the position of Chairman. The Clerk shall thereupon succeed to the position of Vice Chairman. The Alternate Clerk shall move up to Clerk. A new Alternate Clerk shall be elected at the first regularly scheduled meeting after the Alternate Clerk's position becomes vacant.
 3. In the case of a vacancy in the position of Vice Chairman after such election, the Clerk shall immediately succeed to the position of Vice Chairman, the Alternate Clerk shall move up to Clerk. A new Alternate Clerk shall be elected at the first regularly scheduled meeting after the Alternate Clerk's position becomes vacant.

Section III Vacancies

- A. A **Member-At-Large** vacancy occurring during the year shall be filled by appointment by majority vote of the Budget Committee **Members-At-Large** as provided by RSA 32 within sixty (60) days. Persons so appointed shall serve as **Member-At-Large** until the next annual town meeting when a successor shall be elected to fill the remaining unexpired term or start a new term as the case may be.

Section IV Duties of Officers

- A. Chairman
1. The Chairman shall preside at all meetings of the Committee and perform such duties as required by Statute.

2. **The Chairman shall schedule all meetings, develop the agenda and assemble related materials for all regular and special meetings of the Committee, schedule meeting rooms and notify all members, as applicable.**
3. **The Chairman shall execute all documents requiring signature on behalf of the Committee, except as otherwise provided by Statute.**
4. **Copies of all correspondence from the Committee will be provided to each member. Debate/discussion on correspondence will be held in open session and not via e-mail.**
5. **Appoint Members At Large to serve on sub-committees as appropriate and also to serve as liaisons to citizen committees as designated.**

B. Vice Chairman

1. **In the absence of the Chairman, the Vice Chairman shall preside over and assume all duties and responsibilities of the Chairman.**
2. **Assist the Chairman in scheduling and coordinating materials for all regularly scheduled and special meetings of the Committee.**

C. Clerk

1. **The Clerk is the custodian of the official minutes of meetings and shall sign same as revised and approved.**
2. **The Clerk is the custodian of all correspondence and other documents as may be forwarded to the Committee for review and/or action.**
3. **In the absence of the Chairman and the Vice Chairman, the Clerk shall preside over and assume all duties and responsibilities of the Chairman.**

D. Alternate Clerk

1. **In the absence of the Clerk, the Alternate Clerk shall become the custodian of the official minutes for the meeting.**

Section V Responsibilities and Duties of the Committee

- A. Pursuant to RSA 32 review all budget requests/proposals.**

- B. **Review audit reports submitted on behalf of the Town or School District. Audit reports shall be forwarded to the Chairman of the Budget Committee by the Board of Selectmen and School Board, as available.**
- C. Attend Annual and Special Town and School District meetings.
- D. **Committee Members-At-Large** may represent the Budget Committee on citizens' or other sub-committees as appointed by the Chairman.

Section VI Forfeiture or Removal from Office

- A. Pursuant to RSA 32:15 VI, any Member shall cease to hold office immediately upon missing **two (2)** consecutive scheduled or announced meetings, without being excused by the Chairman.
- B. Barring unforeseen circumstances, notification of an absence shall be made to both the Chairman and Vice- Chairman by 5:00 p.m. the day of the meeting or it will be considered an unexcused absence.

Section VII Conduct of Meetings

- A. General Provisions
 - 1. **Organizational Meeting** - The date for an Organizational Meeting to elect officers shall be the Committee's first regularly scheduled meeting following the Town elections. All elected **Members At Large** are required to participate in the Organizational Meeting. Said meeting shall be held no later than April 30.
 - 2. **Regular Meetings** - A schedule of regular meetings through March 31 of the following year shall be agreed upon by the last meeting in May. Said schedule shall be set by majority vote and shall be effective through the conclusion of the next Annual Town Meeting. Said schedule may be amended by a majority vote at any duly noticed meeting.

3. **Special Meetings** - Special Meetings may be called by the Chairman. The Chairman shall notify all other Members forty eight (48) hours in advance of the Special Meeting. Said notice shall state the purpose of the Special Meeting. Notice shall follow the procedure for public notices by an elected body representing the residents of Hudson.
 4. **Public Hearings** - The recommended budgets shall be set by a majority vote of the Budget Committee and shall be subject to public hearing rules set forth in RSA 32.
 5. **Annual and Special Town and School District Meetings** - The Chairman shall announce each budget request and the Committee's recommendation, explain the basis for such recommendation, and the results of the vote taken for such recommendation.
 6. **Sub-Committees** - Meetings shall be called as required by the Chairman of the Sub-Committee. Reports from Sub-Committees shall be entered into the minutes of the Budget Committee's meeting at which they are presented.
 7. **Preliminary Budget Review**-While reviewing a department's Preliminary Budget, any elected Member of the Committee at any time during the proceedings can request additional information. Information shall be requested through the chair of the Budget Committee to avoid duplicate requests and to insure all members are recipients of the same information.
- B. **Quorum** - A quorum shall consist of six (6) voting members of the Budget Committee or a majority of the voting members currently sitting on the Committee in the event the Committee is not fully staffed.
- C. **Order of Business/Agenda (recommended):**
- a. **Call to order**
 - b. **Pledge of Allegiance**
 - c. **Attendance**
 - d. **Public Input**
 - e. **Acceptance of Minutes**
 - f. **Liaison Reports**
 - g. **Other Business/Comments**
 - h. **Next Meeting**
 - i. **Adjournment**

- D. Role of the Chairman (and the Vice Chairman in the Chairman's absence)
1. **Facilitate all Budget Committee meetings on the prescribed date, and at the prescribed time and meeting location**
 2. Announce the business before the Committee in the order in which it is to be acted upon and/or entertain motions to change such order.
 3. **Confirm Committee members in attendance / recognize other meeting attendees, as appropriate.**
 4. State and put to vote all questions which are regularly called, or necessarily arise in the course of the proceedings; announce the result of the vote.
 5. **Maintain order throughout the course of meetings while allowing, within reasonable parameters, Committee members and other attendees to comment /express their thoughts, as appropriate.**
 6. **Implement parliamentary Rules of Order (Robert's), as applicable.**
 7. To authenticate by the Chairman's signature, when necessary, all acts, orders and proceedings of the Committee.
 8. The Chairman shall be the last member to cast a vote on every issue before the Committee

E. Role of the Clerk (and the Alternate Clerk in the Clerk's absence)

1. The Clerk shall be the recording official of the Committee.
2. Transcribe and type minutes of the meeting and forward copies to each Member pursuant to RSA 91-A.

F. Rules of Order

1. Meetings will be conducted according to *Robert's Rules of Order*.
2. Votes - Shall be taken after discussion has reached a conclusion and shall be by raised hand.
 - a. Votes shall be recorded in the minutes of the meeting as number for, number against, number abstaining, and a notation of any members who may be absent from the Vote.
 - b. A Roll Call Vote may be requested by any voting member. Roll Call Votes shall be recorded in the Minutes of the meeting as (Yes) followed by member's name; (No) followed by member's name, and (Abstain) followed by member's name and a notation of any members who may be absent from the Roll Call Vote. When the absence of a member is excused the member's non vote shall be noted as Excused.
 - c. Meeting Minutes will record the maker of each motion, as well as the member who seconded each motion. It is not necessary to record the details of discussions in the Minutes.

3. Requests for Information

- A. **Members' Requests - Any member's request is to be considered a request of the Committee.**
- B. **Members are requested to forward their request to/through the Chairman. The Chairman will forward the request to the appropriate office/individual, and will request that all responses be received to allow distribution to all members well in advance of the next Budget Committee meeting, if applicable.**
- C. Nothing in these Bylaws will restrict Members from requesting information directly from the SAU or the Town.

G. Voting on Warrant Articles

- a. Warrant Articles will be voted on at the Budget Committee Public Hearing(s) to allow for input and discussion from the public to be taken into account.
- b. Following each Deliberative Session, the Budget Committee shall convene and vote for the final time on designated Warrant Articles, as applicable. This vote will be printed on the official ballots. No further votes will be made following the final vote after the deliberative session.

Section VIII Adoption and Amendment

- A. These Bylaws shall be known as the *Town of Hudson New Hampshire Municipal Budget Committee Bylaws* of the Town of Hudson.
- B. These Bylaws shall become effective after adoption by majority vote of the members of the Budget Committee at a regular or special meeting.
- C. These Bylaws may be amended from time to time by the Budget Committee at a regular or special meeting.
- D. A copy of any amendment shall be submitted to the Town Clerk for inclusion in the town records.
- E. The Bylaws shall be reviewed, amended as necessary and adopted at the first Budget Committee following the town election each year. Nothing in this section shall preclude members from offering amendments to these bylaws in the weeks following the initial meeting.

Section IX Severance

Shall any section, subsection, paragraph, sentence, clause or phrase of these Bylaws be declared invalid by a court of competent jurisdiction, such decision shall not affect the remaining portions thereof, which shall remain in full force and effect and to this end, the provisions of these Bylaws are hereby declared to be severable.

Document History

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