



# **Bylaws of the Budget Committee of the Town of Rockport, Maine**

## **Section 1. Purpose and Scope**

The purpose of the Budget Committee of the Town of Rockport is to study and review the proposed budget and all articles in the annual warrant or special town meeting warrant that impact the finances of the Town of Rockport and to make independent recommendations on those warrant articles and the final budget to the voters on the ballot or to the annual town meeting or special Town meeting. The Budget Committee will also be responsible for the study, review, and recommendation of the annual Capital Improvement Plan (CIP).

The purpose of these bylaws is to establish reasonable rules of procedure for Committee meetings and to promote the fair, orderly, and efficient conduct of the Committee's proceedings and affairs.

## **Section 2. Established**

The Committee was established at the 1957 Annual Town Meeting and amended by the Town of Rockport Charter adopted November 8, 2005, with implementation on July 1, 2006, and amended by general vote November 4, 2014.

## **Section 3. Membership**

The Budget Committee of the Town of Rockport consists of nine (9) members elected by secret ballot by the voters of Rockport at the annual or special town meetings. Members of the Committee shall be qualified to vote in the Town of Rockport.

It is prohibited for any one member to serve on the Select Board and the Budget Committee concurrently.

## **Section 4. Term of Office**

Members of the Budget Committee serve elected terms of three (3) years on a staggered basis with the dates of office coinciding with those of the Select Board. The recall of members of the Committee must be in keeping with Maine Municipal Statutes and Article VIII (General Provisions), Section 8 (Recall of Elected Officials) of the Town of Rockport Charter. Members of the Committee who resign or are recalled by voters shall be replaced according to the laws and regulations of the State of Maine.

## **Section 5. Officers; Duties**

Officers of the Committee consist of a Chair, Vice-Chair and Secretary to be chosen at the organizational meeting held that fiscal year. The Chair presides at all meetings; in the absence of the Chair the Vice-Chair presides. The Secretary is responsible for all meeting minutes and shall provide those to the Chair and Finance Director.

## **Section 6. Meetings**

Regular Meetings must be held at least twice annually to consider the proposed annual budget. Special meetings may be called at the discretion of the Chair or upon the request of a majority of the Committee, provided, however, that proper notice is given to each member. Meetings of the Budget Committee are open to the public and must be announced in advance in accordance with Town procedures.

Minutes shall be taken in writing, electronically or on the Committee Report Form at every meeting and are retained as part of the Committee's permanent record. Minutes shall contain, at a minimum, time, date, and place of meeting; members present, and final votes taken on any issue. Minutes shall be distributed to committee members in advance of the next scheduled meeting, where they shall be accepted or amended and accepted and made publicly available.

Such meetings may be held in person or if allowed by state law or town policy, via electronic conference call or similar means if for some reason it is impractical for the Committee to meet in person.

## **Section 7. Quorum, Voting, and Conflict of Interest**

A quorum shall consist of five (5) members of the Committee. A quorum shall be necessary to take a vote on any issue.

Any action of the Committee shall require the affirmative vote of a majority of the members in attendance.

Conflict of Interest is, in general, governed by the provisions of Article VIII (General Provisions), Section 4 (Conflict of Interest) of the Town of Rockport Charter. Members must

disclose such conflicts as soon as it becomes clear that there is such a possibility; members with conflicts are required to abstain from the discussion and voting unless asked to provide answers to specific, technical questions.

Members may abstain from voting for any reason. If a member abstains from voting passage of the motion requires a majority of the votes cast. An abstention does not count as a vote either yea or nay.

## **Section 8. Conflict with Laws**

Any conflict or inconsistency between these bylaws and any applicable law or provisions of the Rockport Charter shall be resolved in favor of the law and/or the Charter.

## **Section 9. Waiver; Amendments**

These bylaws, or any provision thereof, may be waived but only if they remain consistent with applicable law. These bylaws may be amended at any time in writing by majority vote of the Committee after notice on the proposed amendment but shall not be effective until approved by the Select Board.

Approved by the Budget Committee on August 15, 2018

Approved by the Select Board on October 23, 2018

Approved by the Budget Committee on September 1, 2021

Approved by the Select Board on September 13, 2021

Approved by the Budget Committee on November 18, 2024

Approved by the Select Board on December 9, 2024

Approved by the Budget Committee on March 31, 2025

Approved by the Select Board on April 14, 2025