

# Allenstown Budget Committee

Duties, Responsibilities and Authority

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According to RSA 32:1, the purpose of the budget committee is “to assist voters in the prudent appropriation of public funds”

# The Budget Committee will.....

- ▶ Participate in the development of the annual budget
  - ▶ Carefully review all requests for budgets
- ▶ Ensure principles of sound fiscal management
  - ▶ Are the Revenue Estimates attainable and accurate
- ▶ Ensure appropriations are properly appropriated
  - ▶ Review Expenditure Reports
    - ▶ Don't just look for big discrepancies question the smalls as well

# The Budget Committee will.....

- ▶ Review any audit reports submitted on behalf of any auditor for the Town or School District as such report(s) become available.
- ▶ Attend Regular, Annual and Special Town meetings
- ▶ Be Committed to the Welfare of the Town  
Plan for Today, Prepare for Tomorrow

# What we should know

- ▶ Monies can transfer in departments so long as bottom line is not exceeded
- ▶ If there is a zero in a line item line item, no monies can transfer in.
- ▶ The 10% Rule

# Duties of the Officers

## The Chairman

- ▶ The Chairman shall preside at all meetings of the Committee and perform such duties as required by Statute.
- ▶ The Chairman shall schedule all meetings, assemble the agenda and related materials for all regular and special meetings of the committee, schedule meeting rooms and notify all members of said schedule.
- ▶ The Chairman shall execute all documents requiring signature on behalf of the Committee, except as otherwise provided by Statute.

# Duties of the Officers

## The Chairman

- ▶ Shall execute all documents requiring signature on behalf of the Committee, except as otherwise provided by Statute.
- ▶ Will be the communicator between the Budget Committee and Department Heads
  - ▶ Prior to meetings, any questions should be directed to the Chairman to forward to the proper person.

# Duties of the Officers

## The Vice-Chairman

- ▶ In the absence of the Chairman, the Vice Chairman shall preside over and assume all duties and responsibilities of the Chairman in addressing the business of any regularly scheduled or special meeting.
- ▶ Assist the Chairman in scheduling and coordinating materials for all regularly scheduled and special meetings of the Committee

# Duties of the Officers

## The Secretary

- ▶ The Secretary is the custodian of the official minutes of meetings and shall sign same as revised and approved.
- ▶ The Secretary is the custodian of all correspondence and other documents as may be forwarded to the Committee for review and/or action.
- ▶ In the absence of the Chairman and the Vice Chairman, the Secretary shall preside over and assume all duties and responsibilities of the Chairman in addressing the business of any regularly scheduled or special meeting
- ▶ Send Minutes to Town Clerk

# Rules of Procedure

- ▶ All meetings are open to the public unless a majority of Members present vote otherwise, pursuant to RSA 91-A.
- ▶ Quorum - A quorum shall consist of 8 members of the Budget Committee.
- ▶ Emails should not be sent to all except for by Chairman
  - ▶ Avoids Electronic Meeting

# Rules of Order

- ▶ Obtaining the Floor

Address the Chairman by his title and wait for recognition. When recognized, a Member may speak and, with few exceptions, no Member or meeting attendee may interrupt.

- ▶ Unlimited debate will be allowed so long as the matter discussed is germane to the question being debated.

# Rules of Order

- ▶ Motions
- ▶ All proposals seeking action by the Committee shall be presented by a formal Motion.
- ▶ Motions will be recognized by the Chairman and called for a Second and Vote.
- ▶ A Second to a Motion must be received before the Chairman may entertain discussion and Vote. Should no Second be received, the Motion will be considered to have *Died for Lack of Second* and so recorded.
- ▶ Motions to Table require a second, and will receive no discussion.

# Rules of Order

- ▶ Amendments to a Motion may be made by any Member at any time after a Second to a Motion has been received. A second and a Vote upon the Amendment must be taken before proceeding with the original Motion. No more than one (1) Amendment to a Motion may be entertained by the Committee at any time.
- ▶ Motion to Continue shall be entertained on any item a Member shall deem not completely addressed and discussed at a meeting. A Motion to Continue requires a Second.
- ▶ Motion to Refer - May be requested when a Member deems it advisable to give further study to a proposal or other matter. A Motion to Refer requires a Second.

# Rules of Order

- ▶ Votes - Shall be taken after discussion has reached a conclusion and shall be by raised hand.
- ▶ 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.
- ▶ Roll Call Votes shall be recorded in the minutes of the meeting as (Yes) followed by Members' names; (No) followed by Members' names, and (Abstain) followed by Members names and a notation of any Members who may be absent from the Roll Call Vote.

# Rules of Order

- ▶ Point of Information
- ▶ May be called should a Member seek clarification on any issue before the Committee which may seem to have become obscure or involved.
  
- ▶ Point of Order -
- ▶ May be called when a Member deems a possible violation of procedure or decorum has occurred. The Chairman shall rule immediately on any Point of Order called or request a vote of the Committee.

# Rules of Order

- ▶ Out of Order -
  - ▶ May be called only by the Chairman when any Member or meeting attendee is deemed to be unruly and not conducting themselves according to the Rules of Order.
- ▶ If actions continue, The Chairman may request the offending person removed from the meeting.

# Professionals

- ▶ We are a Legislative Committee
  - ▶ Elected
  - ▶ Volunteers
  - ▶ We report to the Town Citizens
  - ▶ We should act in a Professional Manner

# Town Website

▶ <http://www.allenstownnh.gov>