

**Town of Farmington**  
**Budget Committee Ordinance**

Approved 07/22/03

Amended 06/23/09

**Section 1. Establishment.**

Pursuant to 30-A M.R.S.A. Section 3001, a Budget Committee is hereby established for the Town of Farmington, Maine

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

The Committee shall consist of eleven (11) regular members and up to four (4) alternate members who shall be appointed by the municipal officers and who shall be registered voters of the Town. No municipal officer may be a member. No more than two (2) Town employees may be members, but they must abstain from voting on the budgets of the departments in which they are employed. Regular members shall serve for terms of three (3) years, except that they shall continue in office until their successors are appointed. For transition purposes, the initial terms shall be staggered so that as nearly an equal number of terms shall expire annually. Alternate members shall serve for terms of one (1) year, except that they shall continue in office until their successors are appointed. Vacancies shall be filled within sixty (60) days by appointment of the municipal officers for the unexpired term. All terms shall expire on June 30.

**Section 3. Officers; meetings; quorum; procedure.**

The Committee shall annually elect a Chairman, Vice 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 a majority of members. Failure to attend three (3) consecutive Committee meetings without sufficient justification shall be grounds for removal by the municipal officers. Members may be excused by reporting anticipated absences to the Chairman or the Town Manager's office prior to the meeting. The Chairman shall preside at all meetings; the Vice Chairman shall preside if the Chairman is absent. The Secretary shall maintain a record of all proceedings including attendance and 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 annual capital expenditures as proposed by the municipal officers.
- C. To review and make recommendations on supplemental appropriations and expenditures and other budgetary action whenever proposed by the municipal officers.
- D. 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 recommendations 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.