

Excerpt from Oak Bluffs General Bylaws

Chapter VIII FINANCE AND ADVISORY COMMITTEE

A. ORGANIZATION

1. Service

There shall be a Finance & Advisory Committee consisting of nine registered voters of the Town. Three members shall be elected each year for a full term of three years. In the event of a vacancy in its membership, the Committee shall notify the Moderator in writing, and the Moderator shall thereupon fill, by appointment, said vacancy for an interim period to last until the next legally held election when members may be elected to the balance of any vacated term(s). The Committee shall choose its own officers. A majority of a quorum may act for the committee. Any member who shall cease to reside in the Town shall thereupon cease to be a member.

2. Compensation

The members shall serve without pay. However, the Committee may employ, subject to appropriation, a clerk. The position of clerk may be filled from among its membership or from the community at large. If a member fills the position of clerk, that member shall act simultaneously as both a voting member and a paid clerk.

B. DUTIES

Town Meeting

The Finance & Advisory Committee shall duly consider all matters included within the articles of the Warrant for every Town Meeting and levy limit referenda, and shall subsequently report its recommendations on all financial matters and on such other matters as it deems appropriate (under Chapter 39, Section 16 of the General Laws). The Committee may reserve its recommendation on any article or motions there under in any warrant until the session of the Town Meeting at which the article is to be acted upon. Recommendations shall be conveyed either by oration, publication or both.

C. POWERS

1. Investigatory

The Finance & Advisory Committee shall consider any or all municipal questions which it deems appropriate for the purpose of making recommendations to the Town or any Town Officer, board, committee, or commission. It shall have authority at any time to investigate the books, accounts, and management of any department of the Town (Chapter 233, Sections 8,10 of the General Laws; Chapter 40A, Section 18 of the

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Chapter VIII FINANCE AND ADVISORY COMMITTEE

General Laws) to appear before it and to reasonably provide information related to any matter pertaining to the operation of the Town. Within the limits of any appropriations made for the purpose, the Committee may employ such expert and other assistance, as it may deem advisable for the foregoing purpose. The books and accounts of all departments and officers of the Town shall be open to the inspection of the Committee and any persons employed by it for that purpose. The Committee may appoint subcommittees of its members and or assigns and delegate to them such of its powers, as it deems expedient, but all recommendations, suggestions and explanations shall be those of the Committee.

2. Reserve Fund

The Finance & Advisory Committee (under Chapter 40, Section 6 of the General Laws) shall have a reserve fund, subject to appropriation, not to exceed five percent of the tax levy of the current fiscal year. The Committee may vote to make transfers relative to requests made by department heads or their assigns. Transfers shall be made to specific line item accounts within the current fiscal years budget and shall be for extraordinary or unforeseen expenditures.

3. Emergency

After approval from both the Finance & Advisory Committee and the Selectmen, the Town may spend in excess of its appropriation for snow and ice removal if the appropriation for snow and ice removal that year equaled or exceeded such appropriation for the prior year, including transfers to the account. The excess is added to the next tax rate (Chapter 44, Section 31D of the General Laws).

D. ADMINISTRATION

1. Budgeting Procedures

- a. On or before the first day of October in each year, The Finance & Advisory Committee after conferring with the Personnel Board, the Executive Secretary and, if applicable, the Financial Director, will provide to all Town boards, commissions, committees and departments charged with the expenditure of Town monies, the prescribed budgetary forms and formats with the deadlines and conditions for submittal thereof.
- b. The Finance & Advisory Committee shall duly consider the estimates and statements filed by the Town's boards, commissions, committees and departments, and may confer with said boards, commissions,

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Chapter VIII FINANCE AND ADVISORY COMMITTEE

committees and departments, and hold hearings, if they deem it advisable. The Committee shall thereupon recommend such sums in such divisions of items for the ensuing fiscal year, as it considers necessary and convenient (under Chapter 41, Section 60 of the General Laws).

2. Annual Warrant Procedures

- a. The Finance & Advisory Committee shall meet jointly with the Board of Selectmen to consider and prepare their recommendations for the annual warrant. Said meeting(s) shall be scheduled to begin no later than sixty days prior to the Annual Town Meeting. Such meeting(s) shall be, if necessary, held apart from their respective, regularly scheduled meetings.
- b. The Finance & Advisory Committee shall present the budget at the Annual Town Meeting, which shall first be subject to amendments, if proposed, by the Committee and then by the Board of Selectmen before any other amendments are proposed.

3. General Procedures

a. Beginning the Year

The Finance & Advisory Committee at its first meeting after the close of the annual meeting shall reaffirm these by-laws, as they may be amended. And the Committee shall elect a Chairman, Vice Chairman and a member to the Capital Planning Committee for a term of one year. The Committee shall also appoint for a full term of three years, or for any balance thereof, its appointees to the Personnel Board.

b. Meetings

Meetings shall be held promptly at 7:00 P.M. Regularly held meetings shall be those held on the first Wednesday in May, June, July, and August, the first and third Wednesdays of September, October and November, the first Wednesday of December, and on every Wednesday from January through the Annual Town Meeting. If any such meeting is a holiday or a snow emergency so that the schools are closed, such meetings will be held on the following Monday. The Chairman, subject to proper noticing, may call special and emergency meetings.

End of Chapter VIII