

# **Advisory Committee Bylaws**

## **1.3 ADVISORY COMMITTEE**

1.3.1 The Advisory Committee shall consist of six citizens of the Town, which committee shall be appointed as provided in the following section, and no person holding an elective or appointive town office shall be eligible to serve on said committee.

1.3.2 The Moderator, Town Clerk and Chairman of the Board of Selectmen shall constitute the appointing committee, who shall, within 30 days of each annual meeting for the election of officers appoint from the citizens of the Town two members to serve for the term of three years. The terms of office of said members shall expire June 30. Said committee shall choose its own officers, and shall serve without pay excepting, however, the secretary thereof, who may receive such compensation as the Town may by vote provide. Said committee shall cause to be kept a true record of its proceedings.

1.3.3 To the Advisory Committee shall be referred for recommendations all articles in any warrant for a town meeting hereafter issued. It shall be the duty of the Board of Selectmen after drawing any warrant for a town meeting, to transmit immediately a copy thereof to the Chairman of the Advisory Committee, and said committee shall consider such articles. A public hearing on said articles may be held at the discretion of said committee, unless a public hearing by some other tribunal is required by law, and a notice of such hearing shall be given by posting a copy thereof in at least three public places in town. After due consideration of the subject matter in such articles, said committee shall report thereon, in print or otherwise, such information and recommendations as it shall deem best. All recommendations of the committee made to the Town shall be recommendations of a majority of the committee. In case of disagreement, all reports shall be reported back to the Town without recommendation. To the Advisory Committee shall also be referred the disposition of all tangible supplies and property, not including real property, the value of which exceeds \$1,000. The Advisory Committee shall dispose of all such supplies and property in compliance with applicable procurement requirements. The agency possessing tangible supplies and property, not including real property, the value of which is \$1,000 or less shall dispose of such supplies and property using sound business principals.

1.3.4 It shall be the duty of the Advisory Committee to consider the annual estimates and expenditures as prepared by the various town officers, boards, and committees charged with the expenditure of the Town's money, and add another column to the prepared statement giving the amount which in its opinion shall be appropriated for the ensuing year, and add thereto such explanations and suggestions in relation to the proposed appropriations as it may deem expedient, and report thereon, as provided in 1.3.3.

The Selectmen shall include in their estimates, separately, the salaries of all officers elected directly by the Town, and all other items not otherwise provided for, and the salaries of all other persons shall be included in the estimates of officers, boards, or committees appointing them. The Treasurer shall include in his estimates the amount required for the payment of interest on the town debt and for the payment of such portions of the town debt as may become due during the succeeding year. Said estimates and explanations shall be filed with the Advisory Committee on or before the fifteenth day of January.

1.3.5 Whenever any vacancy shall occur in said committee - by resignation, removal from town, death, failing to qualify, or otherwise - said vacancy shall be filled by said committee. And if any member is absent from five consecutive meetings of said committee, except in case of illness, said committee shall consider his position vacant and proceed to fill the same. The term of office of all persons chosen as aforesaid, to fill vacancies, shall expire at the close of final adjournment of the Annual Town Meeting next succeeding such vacancy, and after said Annual Town Meeting a successor shall be appointed to fill out the unexpired term of each member whose office has been so vacated, in the same manner as the original appointment.

1.3.6 It shall be the duty of said committee to make an annual report of its doings, with recommendations relative to financial matters, to be printed with the annual reports of the other town officers.