

## Sanborn Regional School District Budget Committee

### PROCEDURAL GUIDELINES

#### **PURPOSE:**

The purpose of this document is to provide a framework and guidelines for conducting Budget Committee meetings. Its purpose is to enable the committee to focus meeting time on carrying out its duties and responsibilities as defined in RSA 32 of NH law.

#### I. OFFICERS

Within 60 days of certification of election results and swearing-in of newly elected members, the Committee shall meet to elect officers and set times for regular meetings.

Officers will be:

- Chair
- Vice-chair
- Secretary
  
- Election of the chair shall be conducted by the recording secretary of the budget committee, or, in absence of someone in that position, the school district clerk will assume the duties of conducting nomination & election of the chair.
- Nominations may be offered from the floor by any committee member.
- A second is not needed.
- In accordance with RSA 91-A:3, all voting must be in public.
- Voting will be reported with number of votes and names of those who voted for each nominee.
- Simple majority determines the person elected.
- In the event of a tie, there shall be a second round of voting until a simple majority is achieved.
- Upon election, the chair will assume election of remaining officers.

4. The district will fund a recording secretary who is not a committee member.

#### Officer Responsibilities:

The Chair will:

- prepare agendas,
- conduct meetings, and
- be the conduit of information from the Committee to the Administrative team

The Vice-Chair will:

- assume duties of The Chair in their absence

If the district secretary is unable to take minutes, the chair will solicit a volunteer from the membership.

#### **II. ATTENDANCE**

Attendance at scheduled Budget Committee meetings is expected of all Committee Members. If a member cannot attend, every effort should be made to notify the Chair in advance.

#### **III. VACANCIES**

- Resignations shall be made in writing to the Chair.

REFER TO RSA 671:33 FOR DETAILS ON THE PROCESS FOR REPLACING BUD COM MEMBERS OF A COOPERATIVE SCHOOL DISTRICT.

#### **IV. MEETINGS**

The Committee will establish a meeting schedule for the budget season

Comments from the public should be directed to the committee and shall have a time limit of three (3) minutes. The chair may grant a limited extension to allow the person to complete their thought.

#### V. SUB-COMMITTEE

A sub-committee may be created by a majority vote of the Committee. The focus should be clearly defined.

- The Chair will call for volunteers and appoint members willing to serve.
- There shall be a minimum of 2 members.
- Meetings will be posted and held at a public venue according to RSAs
- Minutes will be filed at the SAU office and posted within 5 days
- Minutes will be approved at a subsequent meeting of the sub-committee
- While sub-committee work is in progress, a summary-will be made to the Committee.
- The product of the sub-committee will be presented to the Committee, in draft form, for discussion, amendment and vote.

#### VI. VOTING

- A straw poll is an unofficial vote appropriate for the purpose of determining if there is enough interest to devote more meeting time to an issue.
- No official action is allowed based on a straw vote.
- Official/actionable items, with a motion, second and subsequent vote, will be made for issues required or related to fulfillment of the duties and responsibilities of the committee according to RSA.
- For consistency and ease of communication with the public, the Committee will adopt a uniform format for reporting voting outcomes in the minutes as follows:

##### **Written in bold type:**

- The motion
- The names of members making & seconding the motion
- Report: *The motion passed/failed*  
*# in favor: (names of members)*  
*# against: (names of members)*  
*# abstained: (names of members)*

\* If the vote is unanimous numbers & names are not required

- The chair will not accept negative motions.

#### VII. DOCUMENTATION:

Documents distributed to members must be uniformly formatted and titled so they may be easily archived and accessed electronically.

Paper copies of all documents shall be provided to members upon request

All documents for discussion at a meeting shall be supplied to members at least 48 hours prior to the meeting at which they will be discussed.

Essential elements include:

- author
- date
- version (if revised from original)
- source of the information (including a link, if available)
- page numbers

## VIII. COMMUNICATIONS

### A. Meeting Minutes

Communications with the Public will take such forms as minutes, articles and presentations.

The Secretary's meeting minutes will be sent to the committee and the SAU within five (5) business days of the meeting in accordance with RSA 91-3.

Minimally, the minutes will include all wording of motions and record of the votes to comply with NH "Right-To-Know" laws.

## IX. AMENDMENT TO GUIDELINES

- Proposed amendments will be made by motion, seconded, discussed and voted on by the committee.
- Guidelines will be reviewed at a minimum of every 2 years.

Adopted: December 5, 2019