TIMBERLANE REGIONAL SCHOOL DISTRICT
Atkinson, Danville, Plaistow, Sandown
New Hampshire

BY LAWS OF THE SCHOOL DISTRICT BUDGET COMMITTEE

I. ANNUAL ORGANIZATION MEETING OF THE SCHOOL DISTRICT BUDGET COMMITTEE

Unless changed by a two-thirds vote of those present, the order of business for each Annual Organizational Meeting of the Timberlane Regional School District Budget Committee shall be as follows:

A. Opening of meeting by the Superintendent or a member of his staff. Distribution of copies of RSA Chapters 32, 33 and 195 and these By Laws.

B. Elections - A plurality shall be sufficient.

1. Chair.

2. Vice Chair

3. Others, if desired

4. Review and Adopt By Laws

5. Adjournment

C. The Annual Organization Meeting shall be held on or before May 1st.

After adjournment of this meeting, the Committee may reconvene in special meeting if it wishes to consider additional matters. The order of business for such special meeting shall be that established for regular meetings.

II. REGULAR BUDGET COMMITTEE MEETINGS

A. The Budget Committee shall meet as needed at the School Administrative Unit No. 106 Office (or upon adequate notice, at another location or time) during the months of April, September, February. They shall hold two meetings a month on the second and fourth Thursday of the month during the months of October through January. The Budget Committee shall also hold one meeting in March immediately following the organization meeting.

B. The order of business at a regular meeting may be as follows:

1. Opening of the meeting by the Chair.

2. Roll Call

3. Pledge of Allegiance

4. Approval of Minutes of previous meeting (s)

5. Correspondence

6. Delegations and Individuals

7. Administrative Report

8. Reports of Committees

a. Reports of Budget Committee Members

b. Report of the School Board Representative

9. Unfinished Business

10. New Business

11. Other Business

12. Future Agenda and Dates

13. Adjournment

C. The Budget Committee encourages residents to be involved and attended committee meetings. During the Delegations and Individuals portion of each regular meeting, residents may offer comments for up to five (5) minutes unless waived by the committee, by completing a comment card and submitting it to the Recording Secretary at the beginning of the meeting. The Delegations and Individuals portion of the meeting is limited to thirty (30) minutes unless overruled by a majority vote of the committee.

III. SPECIAL MEETINGS

A special meeting shall be held at the call of the Chair or at joint request of any three members. Notice shall be given of all matters that are to be considered at such special meetings. Matters other than those for which notice was given can be acted upon if all members are present.

IV. QUORUM

A majority of legal members shall constitute a quorum for the transaction of business. Legal members for the purpose of determining a quorum will consist of the majority of legally elected and appointed members plus the appointed school board representative or his alternate.

V. OFFICERS

A. The Chair shall preside at all meetings of the Committee. He/she shall execute all documents requiring signatures on behalf of the Committee,

except as otherwise provided by law or by the Committee. He/she shall have the right to offer resolutions, to discuss questions, and to vote thereon.

B. In the absence of the Chair or in the event of his/her disability, the Vice Chair shall perform his/her duties.

C. In the absence of both the Chair and Vice Chair, a temporary Chair will be elected by the members present.

VI. APPOINTMENTS

A. The recording secretary shall keep a record of the Committee proceedings and shall keep on file all paper, reports and documents relating to the business of the Committee. He/she shall make minutes available for public inspection per state statute and will issue minutes of the meetings to the Committee members and the administrative staff per state statute. Such minutes are subject to correction at the next meeting.

VIII. ATTENDANCE

If a member fails to attend two successive meetings without being excused by the Chair, the Secretary shall notify the member, Chair, and Moderator of the District of the provisions of RSA 32 regarding attendance.

VIII. VACANCIES

If a vacancy occurs among the officers of the Committee or among the appointments made by the Committee, the vacancy shall be an order of business for the next regular meeting in accordance with RSA 671:33.

IX. COMMITTEES

A. The Chair may appoint Standing Committees as required.

B. At the request of a majority of the Committee, the Chair shall appoint special purpose committees comprised of less than the full membership. The committees shall be discharged on completion of their assignment. The Chair and the Superintendent may be ex-officio members of any such committees.

X. PARLIAMENTARY PROCEDURE

A. Procedures not provided for in the By Laws shall be governed by a majority vote so designated by a show of hands unless otherwise requested.

XI. AMENDMENTS

These By Laws may be amended or suspended in whole or in part only upon a two-thirds vote of the members present and voting. Written notice

no less than 14 days prior to the meeting to amend the By Laws is required unless all members are present.

Adopted: 11/28/73

Amended:

5/21/82	4/14/94	3/25/10	3/24/22
5/18/83	3/23/00	3/28/13	10/10/24
6/19/85	3/22/01	4/11/13	
3/25/87	3/24/05	3/26/15	
4/12/90	3/27/08	3/24/16	
5/14/92	3/26/09	9/8/16	