

Measure #	
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TOWN COUNCIL MEASURE SUBMITTAL

Date:		Submitted by:		Telephone #	508-699-0100
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MEASURE DESCRIPTION:

Signed: _____

PURPOSE AND JUSTIFICATION:

SPECIAL REQUIREMENTS:

ATTACHMENTS:

REFER TO SUB-COMMITTEE:

Section 20. Town Council Standing Finance Committee

A. **COMPOSITION:** There shall be a Town Council Standing Finance Committee consisting of up to seven (7) members appointed by the President of the Town Council. The complement of the Standing Committee will have four (4) Town Council members and three (3) residents. Members will serve for a term of one year.

B. **RESPONSIBILITIES OF THE CHAIR:** The Chair (appointed by the President of the Council) will organize the committee and be responsible for schedules, agendas, meeting notices, and reporting to the council on the committee's actions. The Chair will appoint a Committee Clerk / Secretary from amongst the Committee members who will be responsible for taking the meeting minutes. The Chair may appoint a "Vice Chair" from amongst the Councilors on the Town Council Standing Finance Committee, who can lead meetings if / when the Chair is unable to attend.

C. **PURPOSE:** The Town Council may refer financial matters under its purview as defined in Article VI of the Charter to the Town Council Standing Finance Committee for review.

D. **PROCEDURES:** Upon referral from the Town Council, review financial matters designated to the Town Council by Articles IV and VI of the Charter. The Town Council Standing Finance Committee shall report its finding(s) to the Town Council. All committee meetings shall comply with the Open Meeting Law and shall provide a period at each regular meeting for public commentary.