

Beacon Falls Board of Finance By-Laws

APPROVED

17Feb 2016

Article I

Purpose and Authorization

The purpose of these bylaws is to outline procedure and policy for the Beacon Falls Board of Finance where no existing statute or bylaw exists. No bylaw provided here may supersede or contradict existing state or town statute, and any such bylaw determined to do so will be immediately deemed invalid and all actions or decisions made on the basis of that bylaw null and void.

The bylaws must be agreed by a majority vote of the Board of Finance, at which point they will immediately become effective and binding. Upon approval, the board should create a bylaws committee and vote on its membership. This committee will be responsible for suggesting any future amendments or additions to the bylaws.

The members of the Beacon Falls Board of Finance are responsible for the content of these bylaws and bound by their requirements. Upon the violation of any bylaw the Chair may call for a hearing by the board to review the circumstances of the violation and possible actions taken, all of which must be consistent with existing state statutes.

Article II

Board membership

The board will be comprised of 6 members. The First Selectman serves as ex-officio member of the Beacon Falls Board of Finance with no voting rights.

ARTICLE III

Officers and their Duties

Section 1

The Chair shall preside at all meetings and hearings of the Board and shall have the duties normally conferred by parliamentary usage on such officers. In the event the Chair is unable to attend a meeting, the vice-chair takes on those responsibilities. In the event the vice-chair is also unavailable, the Secretary takes those responsibilities.

Section 2

The board shall elect officers (Chair, Vice-Chair, Secretary) at the first regular Board of Finance meeting in December. Candidates will be proposed via a motion and those candidates receiving greater than 50% of the vote will be elected.

Section 3

No member of the board shall serve more than two consecutive terms in the same position.

There are no requirements on the selection of a chair based upon party affiliation.

Section 4

All **official** communications outside of in-session public meetings on the part of any member of the board must have the prior authorization of the board via majority vote, and all materials made available to the entire board prior to that vote. This includes letters to the public, media, governmental agencies, employees of the town, or outside agencies.

With regard to communications such as formal letters and presentations, only the final copy of a proposed communication may be voted upon.

The Chair has no authority to make formal communications or participate in meetings external to the Board of Finance, and is bound by this bylaw as any other member, unless such communications or participation is approved by a majority of the board in advance.

All **unofficial** communications on the part of any member of the board must make clear that they are on the part of the individual member as a citizen of the town and not intended to reflect the opinion of the Board of Finance. This includes, but is not limited to, Letters to the Editor, statements to the press, and verbal statements in public hearings.

Section 5

Committees shall be created by a majority vote of the board. Membership of committees shall be proposed via motion and approved by a majority vote of the board.

The scope and duration of new committees must be made clear at the time of the creation.

Article IV

Disqualifications

No member of the Board shall participate in the hearing or decision of the Board of which he/she is a member upon any matter in which he/she is directly or indirectly interested in a financial sense. In the event of such disqualification, such fact shall be entered into the records of the Board.

Article V

Contract Review

The Board of Finance may appoint a liaison with the Board of Selectmen and a liaison with the Board of Education to request consultation on labor contracts.

- Note that Connecticut General Statute 10-153d requires that the town's fiscal authority (the Board of Finance) be consulted by the Board of Education prior to negotiations with teachers' and administrators' unions.

Article VI

Town Audit and Accounts

Section 1

The Board of Finance shall provide for an annual independent audit of the books and accounts of the Town as required by the General Statutes.

Section 2

The Board of Finance shall periodically, but no less often than every five years, explore options for auditing firms through the RFP process. A change in auditing firms will not be mandated.

Article VII

Long term planning

Section 1

The Board of Finance, in liaison with the Finance Manager and the First Selectman, must create and maintain a three-year capital plan for all departments funded by the town budget. This capital plan must detail all capital assets owned by town agencies that may require future replacement or refurbishment.

Section 2

No town department may request funding for capital replacement or refurbishment of an asset that is not listed on the capital plan without approval of the Board of Finance.

Article VIII

All official documents and recordings of Board of Finance meetings and workshops must be archived with the Beacon Falls Town Clerk and maintained there in a manner consistent with state archiving requirements.

Article IX

Amendments

These bylaws may be amended by a majority of the entire voting membership of the Board, only after the proposed change(s) has been read and discussed at a previous Regular Meeting.