

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
- C. Review and Adopt By Laws
- D. Adjournment

The Annual Organization Meeting shall be held on the first Thursday following the School Board Organization Meeting.

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 on the second Thursday of each month at 7:00 p.m. at the School Administrative Unit No. 55 Office (or upon adequate notice, at another location or time) during the months of April, September, February; shall hold two meetings a month during the months of October through January; shall hold one meeting in March immediately following the organizational meeting and shall not meet during the months of May through August.

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

1. Opening of the meeting by the Chair.
2. Roll Call
3. Approval of Minutes of previous meeting (s)
4. Correspondence
5. Delegations and Individuals
6. Expenditures and Receipts reports
7. Reports of Committees
  - a. Reports of Budget Committee Members
8. Unfinished Business
9. New Business
10. Future Agenda and Dates
11. Adjournment

### 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.

### 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.
- D. The 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 within 144 hours of the meeting and will issue minutes of the meetings to the Committee members and the administrative staff, within five days of a meeting. Such minutes are subject to correction at the next meeting.

VI. ATTENDANCE

If a member fails to attend three 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.

VII. VACANCIES

A. 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.

B. If a vacancy occurs on the Committee, the District Moderator shall be notified to act upon the vacancy in accordance with state statutes.

VIII. 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.

IX. 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.

X. 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 15 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	4/12/90	3/24/05
	5/18/83	5/14/92	
	6/19/85	4/14/94	
	3/25/87	3/23/00	
		3/22/01	