

**AN ORDINANCE TO AMEND ACTON'S EXISTING  
WARRANT AND FINANCE COMMITTEE ORDINANCE**

The Town of Acton hereby ordains and enacts "An Ordinance to Amend Acton's Existing Warrant and Finance Committee Ordinance" by repealing the existing ordinance in its entirety and substituting the following in its place:

**Part 1:**

The existing Warrant and Finance Committee Ordinance is repealed in its entirety and is replaced with the following language:

**1. Acton Warrant and Finance Committee Duties.**

- A. The Warrant and Finance Committee (the "Committee") is an advisory body only.
- B. The Committee shall review all proposed warrant articles, except any article which involves the election of a municipal officer, and shall obtain factual data to determine their effect on the Town.
- C. After due consideration and study of a proposed warrant article, the Committee shall make a recommendation as to whether the proposed warrant article should be approved based upon the Committee's consideration of both the general advisability of the proposed warrant article and its financial impact.
- D. The Committee may also provide non-binding recommendations to warrant article authors during article development but shall not author a warrant article.
- E. The Committee shall provide its recommendation to the Selectmen, regarding proposed actions in accordance with any previously enacted warrant article which is written to require the recommendation of the Warrant and Finance Committee.

**2. Organization, Election, Meetings.**

- A. The Committee shall be formed of six standing members plus two alternate members.
- B. Both standing and alternate members shall serve for a two year period, with three standing members and one alternate member elected each year by plurality vote at the regular annual Town Meeting.
  - (1) During the enactment year, one additional alternate member shall be elected for a one year period.

- C. Members of the Committee shall be nominated at-large from the floor, then elected by written ballot from the floor, by a plurality vote.
- D. There shall be four voting members present at a Committee meeting to constitute a quorum.
- E. The voting members at a Committee meeting shall consist of all standing members present, plus a quantity of alternate members as necessary to attain up to six voting members.
- F. Each year at the first Committee meeting following the Town Meeting, a Committee chairman and vice-chairman shall be elected from the ranks of standing members; with these roles revocable by the same means. The chairman or vice-chairman shall preside at all meetings.
- G. The Committee shall be called by the chairman or by the vice-chairman in the chairman's absence, or by the Selectmen.
- H. Each year, a Selectman shall be assigned by the Board of Selectmen to regularly attend Committee meetings and to liaise with the Committee. Said liaison shall not be a voting member of the Committee.
- I. Each year, one or more Committee members shall be assigned by the Committee to regularly attend the meetings of other Town boards and committees and shall liaise with said boards and committees.

### **3. Vacancies**

- A. The opening of a Committee position due to member resignation, or any reason other than term expiration, shall be filled in the following manner:
  - (1) If a standing member position is vacant; an alternate member elected with the same term expiration date shall assume the vacant standing member position for the remainder of the vacated term, thereby leaving an alternate member position vacant.
  - (2) If any member position is vacant and cannot be filled as described above, a temporary member shall be appointed by the Board of Selectmen, to serve until the next regular Town Meeting.

### **4. Adoption of Policies.**

- A. The Committee may adopt other policies, procedures, and rules by which to govern itself that are not inconsistent with this ordinance.

**Part 2.      Effective Date.**

This ordinance shall take effect upon enactment by the Town Meeting.

**Ordinance Adopted as written at April 5<sup>th</sup>, 2011 Special Town Meeting (included with School Budget).**

**Respectfully Submitted,**

**Jennifer Roux  
Town Clerk**