



## **FINANCE COMMITTEE MEMBER ROLES POLICY**

### **Purpose**

This policy sets forth member roles for the Finance Committee (the “Committee”) including the names, duties and terms of such roles and the procedures for electing, removing, or replacing members from such roles.

### **Background**

- The Town of Hudson Municipal Charter, adopted May 8, 1978, refers to a “chairman” but does not set forth the duties and term of such role or a procedure for electing, removing, or replacing a member from such role.<sup>1</sup>
- The By-Laws state the Committee shall choose its own officers.<sup>2</sup>
- The Town of Hudson General By-Laws (“By-Laws”), revised through May 1, 2021, refer to a “chairman” and a “secretary” but do not set forth the duties and terms of such roles or a procedure for electing, removing, or replacing members from such roles.<sup>3</sup>

### **Policy**

- The Committee shall have a Chairperson and Vice Chairperson (fka Secretary) (collectively, “Officers”).<sup>4</sup>
- The Chairperson shall be the official representative of the Committee, shall represent the Committee on the capital planning committee, shall organize and preside over Committee hearings and meetings, shall coordinate the report and recommendations of the Committee related to the articles of any warrant for Town Meeting, and shall appoint members to any non-elected positions (collectively, “Chairperson duties”).
- The Vice Chairperson shall assume the Chairperson role and perform the Chairperson duties if the Chairperson is unavailable and if the Chairperson term is vacated for any reason. The Vice Chairperson shall draft and circulate the minutes for all Committee meetings,<sup>5</sup> shall maintain all records for the Committee,<sup>6</sup> and shall correspond for the Committee as directed by the Chairperson.

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<sup>1</sup> See Article 3, Elected Officials, Section 3-7, Power to Appoint, and Article 6, Finances and Fiscal Procedures, Section 6-5, Capital Improvement Program.

<sup>2</sup> See Article I, Administrative Code, Section 6.0, Administrative Service Group, Section 6.3, Finance Committee.

<sup>3</sup> See Article III, Appropriations, Section 1, Duties of Officers, Boards, Committees & Departments, item F, Filing & Posting of Appropriation Requests, and item G, Warrant Articles, Public Hearings, Recommendations.

<sup>4</sup> The term “Chairperson” used herein coincides with the use of “Chairman” in the Town of Hudson Municipal Charter and General Bylaws.

<sup>5</sup> Per G.L. Part I, Title III, Chapter 30A, Section 22.

<sup>6</sup> Via Town of Hudson BoardDocs or Committee webpage.



## FINANCE COMMITTEE MEMBER ROLES POLICY

### **Policy** (continued)

- The Committee shall elect Officers by a simple majority vote of a quorum of the Committee.<sup>7</sup>
- The Committee shall elect officers annually for each upcoming fiscal year not less than twenty-one (21) days prior to the Town of Hudson fiscal year end date.
- Officer terms shall be for one (1) year coinciding with the Town of Hudson fiscal year begin and end dates.
- The Committee may elect Officers to serve an unlimited number of successive one (1) year terms.
- If so elected, then Officers may serve an unlimited number of successive one (1) year terms.
- The Committee shall record the results of the annual Officer vote in the minutes of the meeting at which the Committee elected such Officers.
- If an Officer vacancy arises during the period of an Officer term, then the Committee shall elect another member by a simple majority vote of a quorum of the Committee to fill such vacancy until the expiration of such term.
- An Officer may be removed at will at any time by a two-thirds majority vote of a quorum of the Committee.

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<sup>7</sup> A quorum of the Committee shall be a simple majority of the members serving on the Committee at the time of the vote. For example, if the Committee consists of nine (9) members, then a quorum would be five (5) members. If there are two vacancies and the Committee only consists of seven (7) members, then a quorum would be four (4) members.