TOWN OF PLATTSBURGH   
Finance Committee

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Adopted 5/19/2014

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018-159

Purpose

The purpose of the Finance Committee (Committee) shall be to play an advisory role to the Town Supervisor and council to ensure that the Town has in place strategies, budgets and financial plans and programs to enable the town to meet its goals and objectives.

Committee

The Committee shall consists of six members. The Town's Finance Manager, a Town Councilor (non-voting rights) and four members serving staggered terms consisting of one, two, three and four years commencing on January 1st. Committee members shall be residents of the Town or shall have operate a business within the Town's boundaries. Any member of the Council or the Town Supervisor may nominate a Committee member, but members must be approved by a Town Board resolution. The Committee will meet as necessary to fulfil its responsibilities and will provide, at a minimum, quarterly reports to the Town Board on the status of its progress and finding.

Qualifications of Members

The members of the Committee collectively shall possess expertise and experience in accounting, finance and financial reporting or the practical experience needed to understand and resolve issues raised in the review of financial matters.

Duties

The Committee is charged by the Board with the responsibility to:

1. Promote greater transparency and more openness within the Town's financial reporting and budget process.
2. Develop and recommend a system.to monitor progress to achieve the Town's financial objectives. and goals.
3. Access revenue and expenditure reports and other financial reports for recommendation.
4. Assist in the development, implementation and monitoring of multi-year financial and capital plans.
5. Review annual audit reports and provide recommendations to the Town Board on action items.
6. In conjunction with the Supervisor, provide oversight to the Accounting Office to ensure sound financial practices.
7. Provide reports as appropriate to the Town Board.

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FINANCE COMMITTEE   
RULES AND PROCEDURES

SECTION 1

GENERAL GOVERNING RULES

1.1 The Finance Committee (Committee) shall be governed by the provisions of applicable state statutes,

local laws, ordinances, Robert's Rules and the rules set for the Committee by the Town Board.

1.2 The term Committee as used in these rules shall mean the Finance Manager, a Town Councilor and

the four (4) duly appointed members of the Finance Committee.

1.3 The Committee shall have access to and become familiar with all the duly enacted ordinances and laws

of the Town of Plattsburgh under which it may be expected to act as well as with applicable state statutes.

1.4 The Finance Committee shall play an advisory role to the Town Supervisor and Council to ensure that

the Town has in place strategies, budgets and financial plans and programs to enable the Town to meet its goals and objectives.

1.5 Committee Members shall review the Town Law entitled "Code of Ethics" and policies for purchase and

procurement.

SECTION 2

OFFICERS AND DUTIES

2.1 The officers of the Committee shall consist of a Chairperson or Acting Chairperson, and Secretary.

2.2 CHAIRPERSON. The Chairperson shall be appointed by the Finance Committee and shall perform

all duties required by law, ordinance and these rules. The Chairperson shall also preside at all meetings of the Committee. The Chairperson shall rule on all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Committee Members present. In the event that the Chairperson finds a conflict of interest, or it is deemed more appropriate to have someone else chair a particular hearing, this will be done with the consent of the majority of the Committee members present. The Chairperson shall appoint any committees found necessary to carry out the business of the Committee. The Chairperson's or Acting Chairperson's signature shall be the official signature of the Committee and shall appear on all decisions as directed by the Committee. The Secretary of the Committee may sign any document or correspondence if so authorized by the Chairperson or Acting Chairperson in the absence of one or both.

2.3 ACTING CHAIRPERSON. The Acting Chairperson shall be that person who is most senior on the Committee and is present. The Acting Chairperson shall have all the powers of the Chairperson during the Chairperson's absence, disability or disqualification.

2.4 SECRETARY. The Finance Manager shall fill the role of secretary. The Secretary or his/her designee,

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subject to the direction of the Committee and the Chairperson, shall keep minutes of all Committee proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indicating such fact, and shall also keep records of all Committee examinations and other official actions.

2.5 VACANCIES. Should any vacancy on the Committee occur for any reason, the Secretary shall

give immediate notice thereof to the Town Supervisor for the Town Board.

2.6 Should the office of Chairperson become vacant, the Secretary shall add such fact to the notice

required in Section 2.5 of these rules. The Acting Chairperson shall handle the duties of the Chairperson until such time as the Town Committee shall appoint a new Chairperson.

SECTION 3 MEETINGS

3.1 REGULAR MEETINGS. The regular meeting of the Committee shall be held quarterly in the months of April, July, October and January at the Town Hall.

3.2 ANNUAL MEETING. The annual organizational meeting of the Committee shall be the first regular meeting of the year.

3.3 SPECIAL MEETINGS. Special meetings of the Committee may be called by the Chairperson. At

least forty-eight (48) hours written notice of the time, place and business of the meeting shall be given to each member of the Committee and to the media, pursuant to Section 104 of the open meetings law.

3.4 The Chairperson shall call a special meeting within ten (10) days of receipt of a written request

from any three (3) members of the Committee; such request shall specify the matters to be considered at the special meeting.

3.5 CANCELLATIONS OF MEETINGS. Whenever there is no business to transact at a regular meeting, the Chairperson may dispense with such meeting by notice to all members no less than forty-eight (48) hours prior to the time set for such meeting.

3.6 PROCEEDINGS. The order of business at regular meetings shall be as follows:

1. Roll Call (ascertainment of a quorum) and minutes read.
2. Review and discuss financial information.
3. Open discussion period.
4. Other business.
5. Adjournment.

3.7 CALLING A RECESS. Any member of the Finance Committee may call for a short recess during a meeting. The request must be supported by a second member of the Committee. Duration for the recess shall be set by the Chairperson.

SECTION 4 VOTING

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4.1 QUORUM. A quorum shall consist of three (3) of the five (5) members of the Committee.

4.2 No hearing or meeting of the Committee shall be held, nor any action taken, in the absence of a quorum;

however, those members present shall be entitled to request the Chairperson to call a special meeting for a subsequent date. All subsequent hearings shall be re-advertised in accordance with the requirements of the applicable law.

4.3 VOTING. All matters shall be decided by a roll call vote. Decisions on any matter before the

Committee shall require the affirmative vote of three (3) of the Committee which consists of five (5) members.

4.4 Members of the Committee should consult the Town's legal counsel prior to abstaining on any matter

in which they feel there would be a personal or financial interest involved.