TOWN OF PLATTSBURGH   
Finance Committee

Adopted 5/19/2014

**Revised 01/26/2021**

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**Purpose**

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

**Committee**

The Committee shall consist of six (6) members which includes the Town Finance Manager, Town Councilor (non-voting rights) and four (4) members each serving a four-year term. The term will commence on January 1st and expires December 31st of the fourth year. The Committee member shall be a resident of the Town or own/operate a business within the Town's boundaries. A member of the Town 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 fulfill its responsibilities.

**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 Town Board with the responsibility to:

1. Promote greater transparency and 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 in order to make recommendations.
4. Assist in the developing, implementing and monitoring 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 Town Supervisor, the Committee will provide oversight to the Accounting Office to ensure sound financial practices.
7. Provide reports as appropriate to the Town Board.

TOWN OF PLATTSBURGH

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

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

the Town has in place strategies, budgets, 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

COMMITTEE VACANCIES

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

give immediate notice thereof to the Town Supervisor for the Town Board. As practical as possible, it is requested that the Committee member provide a written resignation. Should a replacement be nominated and approved by the Town Board, the new committee member will serve the remainder of the unexpired term of the member who vacated the committee position.

SECTION 3

MEETINGS

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

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

3.3 SPECIAL MEETINGS. Special meetings of the Committee may be called by the Town Finance Manager. 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.

3.4 The Town Finance Manager 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 Town Finance Manager 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 Town Finance Manager

SECTION 4

VOTING

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 with the Town's legal counsel prior to abstaining on any matter

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