



**WARRANT COMMITTEE ORDINANCE  
FOR THE TOWN OF SOUTHWEST HARBOR**

Approved 05/08/90  
Amended through 11/02/13

Attest a True Copy

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Town Clerk

TOWN OF SOUTHWEST HARBOR WARRANT COMMITTEE ORDINANCE

**SECTION I. Establishment.**

Pursuant to Title 30-A M.R.S.A. Section 3001, a Warrant Committee is hereby established for the Town of Southwest Harbor, Maine.

**SECTION II. Composition; appointment; qualifications; terms; vacancies.**

The Warrant Committee (the Committee) shall consist of not less than seven (7) nor more than twelve (12) members who shall be appointed by the Board of Selectmen (the Board) and who shall be registered Voters of the Town. No elected official of the Town may be a member. Members shall serve for terms of three (3) years and may be reappointed. For transition purposes, the initial terms shall be staggered so that 1/3 of the terms shall expire annually. Vacancies shall be filled as soon as possible by appointment by the Board when they occur. Should a member retire prior to the end of an appointed term, the new appointee shall fulfill that term. Subsequent to appointment, members shall be sworn-in by the Town Clerk. Failure to attend three (3) consecutive meetings, either full or sub-committee, shall be cause for removal from the committee.

**SECTION III. Officers; meetings; quorum; procedure**

The Committee shall annually elect a Chairman and a Vice-Chairman from among its members. The Chairman shall call meetings as necessary or when so requested by a majority of the members of the Committee or of the Board. A quorum necessary to conduct business shall consist of at least a majority of members. The Chairman shall preside at all meetings. The Committee shall maintain a record of all proceeding including all correspondence. A recommendation made by the Committee shall require at least a majority of all members, not members present, voting in favor for the recommendation to have passage. The Committee may adopt rules of procedure not inconsistent with this Ordinance which shall be approved by a majority vote of the Committee and of the Board.

**SECTION IV. Powers and duties; authority; recommendations; official cooperation**

- A. The Committee shall have the following powers and duties;
  - 1. To review and make recommendations to the Board on the municipal and school budgets as proposed by the Board according to the following procedure:
    - a. On or before the first Wednesday in February, the board shall submit to the Committee for its review the proposed municipal and school budgets for the next fiscal year.
    - b. On or before the 2nd Wednesday in March the Committee shall submit its recommendations concerning the proposed municipal and school budgets to the Board.
  - 2. To review and make recommendations to the Board on supplemental appropriations and expenditures to the municipal and school budgets as proposed by the Board.
    - a. The Board shall submit to the Committee for its review the proposed supplemental appropriations and expenditures to the municipal and school budget no later than sixty-five (65) days prior to public vote.
    - b. The Committee shall submit to the Board its recommendations concerning the proposed supplemental appropriations and expenditures to the municipal and school budget no later than 50 days prior to the public vote.
- B. The Committee's authority shall be advisory only. Any recommendation on a matter requiring Town Meeting action shall be printed with the article in the warrant and on the ballot, if any, along with such other recommendations as may be included by the Board or required by law.
- C. The Board shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its function under this Ordinance.