

**Budgetary Town Meeting Form**

<b>Governing Body</b>	Up to 15 Member Town Council	<b><u>RSA 49-D:3 I</u></b>
<b>Legislative Body</b>	Town Council / Budgetary Town Meeting	<b><u>RSA 49-D:3 II</u></b> Town Meeting is vested with limited authority to vote on the annual town operating budget as presented by the governing body
<b>Chief Administrative Officer</b>	Town Administrator	<b><u>RSA 37</u></b>
<b>Representation</b>	At-Large, District or Combination	<b><u>RSA 49-C:8</u></b> To be set forth in charter
<b>Term(s) of Office</b>		<b><u>RSA 49-C:8</u></b> Staggered or Coterminal, to be set forth in charter
<b>Principal Officer</b>	Chairman	<b><u>RSA 49-D:2</u></b> Elected either directly by voters or by the members of the Town Council, to be set forth in charter
<b>Period of Domicile</b>	Up to One Year	<b><u>RSA 49-D:2</u></b> To be set forth in charter
<b>Residency</b>	Required	<b><u>RSA 669:6</u></b> Unless otherwise provided by law, no person shall hold an elective town office who does not have his domicile within the town.
<b>Vacancies</b>	To be set forth in charter	<b><u>RSA 49-C:10</u></b> The charter shall provide for the filling of vacancies in the Town Council until the next municipal or state general election at which time an election shall be held for the unexpired term
<b>Compensation</b>	Set by Charter or ordinance if the charter so authorizes	<b><u>RSA 49-C:11</u></b>
<b>Removal from Office</b>	Only for Interference	<b><u>RSA 49-D:4</u></b> Subject to procedures set out in the charter, forfeiture of office is the penalty for violating the non-interference requirement
<b>General Powers</b>	Town Council	<b><u>RSA 49-C:15</u></b>
<b>Appointive Powers</b>	Town Administrator / Town Council	<b><u>RSA 49-C:18</u></b> Subject to the charter, the town administrator shall have the power to appoint and remove all officers and employees in the administrative services of the town

<b>Non-Interference by Elected Body</b>	By Statute	<b><u>RSA 49-D:4</u></b> Provides that members of Town Council must always act as a body and not individually seek to influence acts of the chief administrative officer or other officials in the town or in any way interfere with the performance of the duties of these officials
<b>Appointive Officers</b>	To be set forth in charter	<b><u>RSA 49-C:20</u></b>
<b>Organization</b>	Town Administrator	<b><u>RSA 49-C:18, RSA 49-C:21</u></b>
<b>Administrative Code</b>	To be set forth in charter	
<b>Merit Plan</b>	Town Administrator	<b><u>RSA 49-C:21</u></b> Part of ordinance to be submitted to Town Council within nine months of assuming office of administrator
<b>Fiscal Year</b>	To begin January 1, or July 1, or as prescribed by charter or by ordinance	<b><u>RSA 49-C:22</u></b>
<b>Budget Process</b>	To be set forth in charter	<b><u>RSA 49-C:23</u></b>
<b>Budget Submission Date</b>	To be set forth in charter	<b><u>RSA 49-C:23 I</u></b>
<b>Budget Hearing(s)</b>	To be set forth in charter	<b><u>RSA 49-C:23 II</u></b>
<b>Transfer of Funds</b>	To be set forth in charter	<b><u>RSA 49-D:3 I</u></b>
<b>Audit</b>	To be set forth in charter	<b><u>RSA 49-C:23 IV</u></b>
<b>Supplemental Appropriation</b>		
<b>Fiscal Controls</b>	To be set forth in charter	<b><u>RSA 49-C:23 IX</u></b>
<b>Borrowing</b>	Town Council	<b><u>RSA 49-C:24</u></b>

<b>Referendum Procedures</b>	To be set forth in charter	<b><u>RSA 49-D:2</u></b> The charter may allow voters to approve bond issues and retain authority to vote on land use ordinances by referendum vote
<b>Initiative Proceedings</b>	May be set forth in charter	<b><u>RSA 49-C:33 Ib</u></b>
<b>Conflict of Interest</b>	May be set forth in charter	<b><u>RSA 49-C:33 Ic</u></b>
<b>Bond Issues</b>	Town Council	<b><u>RSA 49-C:24</u></b> Borrowing for a term exceeding one year shall be authorized by the elected body only after a duly advertised public hearing, <b><u>RSA 49-D:2</u></b> The charter may allow voters to approve bond issues
<b>Land Use Changes</b>	Town Council	<b><u>RSA 49-D:2</u></b> The charter may allow voters to retain authority to vote on land use ordinances by referendum vote
<b>Annual Municipal Election</b>	Required	<b><u>RSA 669:1.</u></b>
<b>Administrative Code Adoption</b>	To be set forth in charter	<b><u>RSA 49-C:21</u></b>
<b>Administrative Code Review</b>	To be set forth in charter	<b><u>RSA 49-C:21</u></b>
<b>Purchasing System</b>	May be set forth in charter	<b><u>RSA 49-D:3 I</u></b>
<b>Investment Policy</b>	May be set forth in charter	<b><u>RSA 49-D:3 I</u></b>
<b>Transition</b>		
<b>Charter Amendment Procedures</b>	Town Council or by Petition	<b><u>RSA 49-B:5 I &amp; II</u></b> A petition must include signatures equal in number to at least twenty percent of the votes cast in the last regular municipal election