

BY-LAWS OF THE FINANCE COMMITTEE

1. The officers of the Committee shall be elected at the first meeting in the month of May. Officers shall serve for a period of one (1) year. Should a vacancy occur at any time, the office shall be filled at the next regular meeting with a quorum present.
2. Duties of the chairperson will be to conduct all meetings and to appoint all special committees.
3. Duties of the secretary will be to announce meetings of the committee, to take the minutes of the meetings, take attendance to determine if a quorum is present, and be ready at all times to advise the Mayor as to the work and the recommendations of the committee.
4. In the event that the chairperson is absent at the time of a meeting, the secretary shall call the committee to order and the committee shall elect one of its own members the president pro tem.
5. Agenda of Meetings:
 - a. Call to order
 - b. Introductions
 - c. Minutes of the previous meeting
 - d. Communications
 - e. Reports by special committees
 - f. Old business
 - g. New business
 - h. Adjournment

Meetings shall be held the 2nd Thursday of each month. Regular meetings shall begin at 6:00 p.m. at a place designated by the chairperson. Special meetings can be called by the chairperson or a simple majority of the committee. Notice must be given at least 24 hours prior to the time of the meeting.

6. A quorum shall consist of at least three (3) members present at a regularly scheduled meeting.
7. Amendments to the by-laws can be made by the following:
 - a. Member desiring changes must serve written notice to each member of the committee. This notice is to be served at least seven (7) days prior to the regular meeting. A two third (2/3) vote of the membership would be required for adoption.
 - b. A change requested by a member or members at a regular meeting, shall be set for a vote at the next regularly scheduled meeting. A simple majority would be required for adoption.
 - c. Final changes to be adopted by Common Council
8. If any member is absent for 3 consecutive meetings, the committee shall request that the Mayor consider the appointment terminated and appoint a new member to the committee.

Amended 03/12/08
a:fincommbylaws/03-12-08/kma

RECEIVED

APR 1 2008

**MAYOR'S OFFICE
CITY OF NEW BERLIN**