

BY-LAWS
AMHERST GOVERNMENT FINANCIAL ADVISORY BOARD
(AGFAB)

Adopted December 7, 2023

PURPOSE

The purpose and mission of the Amherst Government Financial Advisory Board (henceforth referred to as “AGFAB”) is to review management letters from the Town auditors and to continue with each of the future management letter responses; to investigate where the Comptroller’s Department is not in compliance with the management letter and make recommendations to help ensure the compliance process; and to suggest improvements of the effectiveness or modification of the Town of Amherst government financial activities.

THE BOARD

There shall be seven (7) voting members, which includes a Chairperson, a Vice Chairperson, and a Secretary. The members of the AGFAB shall elect a Chairperson, a Vice Chairperson, and a Secretary annually.

Election of officers shall be held at the January meeting. If the Chairperson, Vice Chairperson or Secretary position becomes vacant during the one (1) year term, a special election will be held at the next scheduled meeting to fulfill the remainder of the term.

MEETINGS

Meetings shall commence at 7pm, once per month, except the month of July. Any changes to the schedule must be agreed to by a majority vote of the members present of the AGFAB, unless there is an emergency situation caused by a disaster or weather-related event. In such an instance, the meeting can be cancelled by the Chairperson or, if the Chairperson is unavailable, the Vice Chairperson.

Meetings shall commence with at least two (2) members present and four (4) members shall constitute a quorum, for voting purposes. Meetings with only two (2) members present can make recommendations to be voted upon at the next quorum meeting. A tie vote by the AGFAB shall be considered a defeat of the motion.

If the Chairperson and Vice Chairperson are unable to attend a meeting, the Chairperson may appoint a member to act in his or her place for that meeting.

A member shall not miss more than three (3) consecutive meetings or 50% of the meetings in a calendar year. If such absenteeism occurs, it may be addressed at the next scheduled meeting. After any discussion, members shall then vote as to whether or not to have the Town Board Liaison recommend to the Town Board that the member be dismissed.

In the event of a personal and/or family-related illness, a member may request a “Leave of Absence” from the AGFAB for a period of no longer than six (6) months. A member of the military may request a leave

of absence for a period up to twelve (12) months if called to active duty. If either request is denied, that recommendation will be presented to the Town Board for a final decision.

BUSINESS

All business to be brought before the AGFAB shall be submitted via email, and may be placed on the agenda, if received by the Chairperson, no later than ten (10) days prior to the next meeting.

The Chairperson shall email the agenda for the next meeting to all AGFAB members, Town Board Liaison, and Department Liaisons, at least seven (7) days prior to the next meeting. The Town Board Liaison, upon receipt of the email from the Chairperson containing the agenda for the next meeting, shall submit a request to the Town's web developer to have the agenda added to the appropriate repository on the Town's website (eg. MinuteTraQ), within three (3) days of receipt of said email.

The Secretary shall email the draft of the minutes of the preceding meeting to all AGFAB members, Town Board Liaison, and Department Liaisons, at least seven (7) days prior to the next meeting.

Any pertinent correspondence, documents, reports, or any other materials relevant to the agenda of the next meeting shall be emailed, by the holder of said materials, to all AGFAB members, Town Board Liaison, and Department Liaisons, at least seven (7) days prior to the next meeting.

Upon approval of minutes of the preceding meeting, the Chairperson shall email a copy of the approved minutes to the Town Board Liaison, within three (3) days of the approval, to request that the approved minutes be added to the appropriate repository on the Town's website. The Town Board Liaison, upon receipt of the email from the Chairperson containing the approved minutes from the preceding meeting, shall submit a request to the Town's web developer to have the approved minutes added to the appropriate repository on the Town's website, within three (3) days of receipt of said email.

A "Suspension of Rules", in which an attendee may address the AGFAB on topics related to the purpose of the AGFAB, for no more than three (3) minutes, may be approved by a majority vote of the members present of quorum the AGFAB, where a quorum is present.

After the "New Business" agenda has been addressed, any AGFAB member may bring forth any new item(s), not on the agenda, that is (are) time sensitive, meaning that by addressing this item(s) at and/or scheduling it for the next scheduled meeting, would be too late and that a delay would cause immediate harm to the Town or its residents.

After the "Old Business" agenda has been addressed, any AGFAB member may ask to discuss an item from a previous agenda. This discussion may include the results of previous actions taken by the AGFAB.

The AGFAB may then hold a "Executive session", not to exceed twenty (20) minutes, at which time any issue of importance relevant to the purpose of the AGFAB may be discussed. Such items need not be on the agenda for discussion to occur.

Changes to the By-Laws must first be submitted to the membership and approved by a majority vote of the total membership. The changes shall be effective at the next meeting of the AGFAB.

Any rules and/or regulations not covered by these By-Laws shall be governed by *Robert's Rules of Order*.