

RULES OF THE FINANCE COMMITTEE

January 10, 2022

Regular Meeting:

- A. Time: The Finance Committee shall hold regular meetings twice monthly on **Mondays At 5:30 p.m.**
- B. Place: All regular meetings of the Finance Committee shall be held in the PW Conference Room (103 Adams Ave) or such other place as may be approved by the Committee from time to time, or as allowed by law with prior notice.

Attendance:

Finance Committee meetings, when allowed by law to be held remotely and if approved by the Committee, shall be held via Zoom video-conferencing or other city-approved application and all appointed members of the committee shall participate via a live video connection unless special dispensation is granted by the committee chair, the objective being that all members will be seen and heard by the body as well as by members of the public. City staff are encouraged to participate in the same live video manner.

Participation shall be conducted the same as in a live face-to-face meeting.

Members of the public may attend such virtual meetings and will be afforded the opportunity to address the committee as it relates to business before the committee if they so request.

The City of Lewiston shall provide proper notice of the meetings with information permitting the public to attend and allowing the Committee to invite attendees to participate.

Members of the committee shall be expected to attend all meetings unless excused. Failure to attend three regular meetings of the committee in a calendar year without being excused by the chair, or in the case of the chair, by the committee, may result in referral to the appointing authority and the potential removal and replacement of said member.

Special Meetings:

All special meetings shall be called in accordance with Chapter 2, Section 2-183 {c} of the Revised Code of Ordinances.

Parliamentary Procedure:

ROBERTS RULES OF ORDER shall be regarded by the Finance Committee as the proper authority for parliamentary procedure in the conduct of its meetings.

A Motion and Second is required prior to discussion of any agenda item.

Members shall seek recognition of the chair before speaking. Members holding the floor shall be allowed to speak uninterrupted unless or until appropriate provisions of Roberts Rules are brought to bear.

Majority Vote:

All votes shall be by roll call and all motions must be passed by a majority of the members (three) in order to constitute action on any matter.

Legal Advisor:

The City Attorney shall be the legal advisor of the Lewiston Finance Committee. The Committee may call upon the City Attorney at its discretion for clarification on any issue under its purview.

Meeting Minutes:

The Minutes of the Lewiston Finance Committee shall include and reflect greater detail in how it formed its decision. Any member of the Finance Committee has the right to include comments, justification, or further detail on any agenda item in the Minutes for the permanent record. Such annotations are encouraged.

Authorization for Contract Awards, Amendments and Change Orders:

The Committee authorizes the Purchasing Agent, after consulting the Finance Director, to approve contracts, contract amendments or change orders for the purchase of goods and services under the following conditions:

A. Contracts

1. The Purchasing Agent is authorized to award the annual fuel bids as the sole exception to the award process. The fuel bid, once awarded, will be forwarded to the Committee for its ratification at the next regular meeting with appropriate documentation and reasoning for the award.
2. All other bids shall be brought to the Finance Committee for award unless awarded by the Director as an emergency (Purchasing Policy Section 3.2).
3. When the amount of the contract recommended exceeds \$100,000, no less than two (2) competitive bids must be submitted for review by the Finance Committee unless a Waiver of Competition has been authorized by the Committee or an emergency has been declared as provide for in the Purchasing Policy.

B. Amendments or Change Orders

1. When the amendment or change order is necessary to ensure that the contract for goods or services is not delayed and that adequate funding is in place and no extenuating circumstances exist.
2. The amount of the amendment or change order is no more than ten (10%) percent of the contract price, with upset limit of \$15,000 for any single amendment/change order.
3. All amendments/change orders approved shall be forwarded to the Committee, for their ratification, at the next regular meeting.
4. Should the amendment or change order amount exceed the Section 2 level of authorization, a special meeting of the Finance Committee shall be called by the Chair or the ranking member of the Committee if the Chair is not available.

Suspension of the Rules:

Any of the forgoing rules may be suspended, amended, or repealed by a majority vote of the Committee.