# RTM CHAIRS' HANDBOOK

# Chairs' Handbook

Congratulations on being elected to the chairmanship of your district or committee. This handbook is intended to be a resource for members in leadership positions in the RTM.

The main objective of a district or committee meeting is to thoroughly discuss the items before the RTM that month. For district meetings, this would be the entire call. For committee meetings, it would be the items assigned to the particular committee. Other items may be discussed at those meetings if posted in advance or with approval of the members in that meeting.

One of the most important tasks of a chair is to run an efficient meeting. The items before the meeting must be covered completely and in sufficient detail so that members have all the available information necessary for voting. All members should be encouraged to participate in the discussion, but the chair should have some sense of when the discussion becomes repetitious or if someone is monopolizing the discussion. When this occurs, the chair should be willing to offer other members time to speak or terminate the discussion and move on to the next item. It should be remembered that all RTM members are volunteers and that it is important to respect their time commitment. Beginning your meeting promptly at the appointed time is the first step. Good time management can go a long way towards improved attendance and member retention.

## Beginning of the New Term

Committees - Electing the Chair of the committee is the first item at the first meeting of the new term in January. Any Delegate may be nominated. The Chair then will take over running the meeting and facilitate the elections of a Vice Chair (any delegate may be nominated) and Secretary (any member may be nominated). After the election of officers, the committee will take up the items assigned to it on the call. A record of the votes will be turned in to the Town Clerk.

District - Electing the Chair of the District is the first item at the special / organizational meeting of the new term and occurs in December before the term officially starts. Any member may be nominated. Your first meeting as a newly elected chair begins at the December meeting prior to the new term which begins in January. The Chair then will take over running the meeting and facilitate the elections of a Vice Chair and Secretary. After the elections, you will lead the district in organizing standing committee assignments for the new term. The attached December Organizational Meeting Template is a guide to this process. (See appendix A)

In both District and Committee first meetings, it is helpful for each member to introduce themselves and provide a little background about themselves. Also, if there is one candidate for a position, and there is no objection (it's unanimous), the Secretary can be asked to record the vote (saving time and paper.)

## Interim Elections

When a vacancy occurs during the term, it is the responsibility of the current members to vote in a new member. The chair should inform the person resigning that he/she must contact the Town Clerk's office to make it official. The Town Clerk will send out a notice to district members informing them of a special meeting to elect a new member. It is the chair's responsibility to seek out candidates to fill the vacancy. This can be accomplished by word of mouth and by asking current members to speak with friends and neighbors. Many times, the position can be promoted as a public service announcement in local media. Neighborhood associations, religious organizations and school PTA's are also a good resource and should be communicated. Using social media should also be considered. As the requirements for membership in the RTM include that a person must reside in the district and be an elector in the Town of Greenwich, it is important for the chair to confirm this residency requirement with the Town Clerk's office and the Registrar of Voters for all candidates.

Prior to the meeting when the election will take place, the chair should inform all prospective candidates of the procedure for electing new members. To help candidates prepare, the chair should make sure they understand the time commitment involved.

## Process for Electing Officers and New District Members

The procedure for elections should be uniform across all committees and districts. For Committees, nominations for the officer positions are made by the members and seconded. The individual candidate should be asked if they will accept the nomination. For Districts, interested persons should contact the Chair prior to the meeting to express their interest and provide a brief background about who they are and their interest in serving. The Chair should appoint two members to assist in the collection and counting of ballots prior to the start of voting.

Each candidate is given the opportunity to make a presentation to be followed by a Q & A with members. After all candidates have been heard, a discussion among committee / district members can follow. These discussions are public and all are encouraged to be present. Candidates must be allowed to remain in the room during this discussion and voting. Voting by members is by written ballot. The individual member's ballot will need to include the desired candidate's name, the member's name, and must be signed. The results of the vote are read aloud noting the number of "yes" votes for each

candidate.  If there are multiple candidates for a position / vacancy, and no one receives a majority of the votes cast, the lowest vote getter is dropped and voting continues until someone receives a majority of the votes cast.

The elected person's name, address, phone number and email address along with the ballots cast should be forwarded to the Town Clerk as soon as possible. Remember that the new member must be sworn in by the Town Clerk before they can vote at an RTM meeting. (See appendix B).  The Chair should advise the Town Clerk of the names of all officers of the Committee / District elected.

## Attendance

Attendance is taken at all committee, district and full RTM meetings.  The attendance cards are turned in to the Town Clerk. Good attendance by members is important. It is the duty of the chair to ensure that all standing committee, district, and full RTM meetings are fully attended.

As previously noted, we are all volunteers and situations will arise where a member's attendance is not possible; this is understandable.  However, if a member is habitually absent, the chair should seek to understand the reasons and, if not resolved, it may be necessary to ask the member to be reassigned to another committee assignment or resign for the good of the district.

Committee meetings are very important as this is where the deeper discussion takes place…and not having someone present to participate and understand the discussion and vote seriously hinders the district's consideratio.  Members who are frequently absent should be reminded of the RTM rule that two thirds (66%) of all district and full RTM meetings must be attended to qualify for one's name being automatically included on the ballot for the next term.

## Communication

The chair should be prepared to answer RTM related questions from members.  Members should be encouraged to go through the chair for answers before going directly to Town officials or departments.  If the chair is unable to answer or obtain the information requested, members are obviously free to seek the information on their own.  To help the member, the chair should point out available resources, such as the Town website etc. to aid the member in his/her search.  It is very appropriate for the chair (and other veteran members) to provide guidance and background to members to help them understand the item.

# Committee Meetings

As previously stated, it is important that the committee meeting be called to order promptly at the scheduled time. A quorum is not necessary to begin the meeting. Attendance and minutes must be taken (see template for committee reports.)

All committee meetings are open to the public and non-member attendees should be permitted to speak to items on the "call." If a member or guest wishes to bring up and speak to a non-agenda item, the Chair may call for a vote from the members to determine if the body wants to take up the proposed subject. A 2/3 affirmative vote of members present is necessary to proceed. If a member or guest wants to bring up a non-agenda subject for informational purposes only, at the Chair's discretion, no vote is necessary. Occasionally, a town official, or other proponent, or opponent, of an agenda item, will ask to speak at a committee meeting. Many times this person will need to address the issue at more than one meeting that evening. It is a good practice to work with them to schedule a convenient time for their presentation. It is permissible (and encouraged) to take up an agenda item out of sequence to accomplish this.

Another good practice is, at the end of the meeting, to ask members if they would like to bring up information on local issues about which other members may not be aware . This is a good opportunity to share constituent concerns. Having completed the agenda and any other relevant discussion, the meeting is adjourned.

A copy of attendance and all voting tallies must be given to the Town Clerk either by email or by putting a copy under the Town Clerk's door at Town Hall after the meeting. It is advisable to distribute a draft of the meeting minutes to the committee members and alternates after the meeting so they can report to their districts and have the opportunity to add, clarify, or comment on the minutes before the RTM meeting.

The Committee Chairman, or a designated alternate, must be prepared to give a report at the full RTM meeting on the discussion and committee vote on each item taken up by the committee. Best practices for reports to the RTM are to be concise, balanced, and focus on the primary points. Avoid repetition with other committee reports. When there are similarities with other committee reports, acknowledge those similarities and focus your report on any differences/additions that might be meaningful to the RTM. (See appendix C)

# District Meetings

As previously stated, it is important that the district meeting be called to order promptly at the scheduled time. A quorum is not necessary to begin the meeting. Attendance must be taken.

All district meetings are open to the public and non-member attendees should be permitted to speak to items on the "call." If a member or guest wishes to bring up and speak to a non-agenda item, the Chair may call for a vote from the members to determine if the body wants to take up the proposed subject. A 2/3 affirmative vote of members present is necessary to proceed. If a member or guest wants to bring up a non-agenda subject for informational purposes only, at the Chair's discretion, no vote is necessary.

Occasionally, a town official, or other proponent, or opponent, of an agenda item, will ask to speak at a district meeting. Many times, this person will need to address the issue at more than one district that evening. It is a good practice to work with them to schedule a convenient time for their presentation. It is permissible to take up an agenda item out of sequence to accomplish this. Another good practice is, at the end of the meeting, to ask members if they would like to bring up information on local issues about which members may not be aware. This is a good opportunity to share constituent concerns. Having completed the agenda and any other relevant discussion, the meeting is adjourned.

The Chair should send an email to the Moderator and Moderator Pro Tempore indicating which items on the call, based on the discussion in the meeting, should be considered for the Consent, Combined or Separate calendars.

## Full RTM Meeting

The full RTM meetings also tend to start on time. Attendance is taken and the card turned in to the Town clerk.

When the Moderator calls for a written vote, the chair or his/her designee (Vice Chair, Secretary etc.) needs to fill out pertinent information for the item being considered at the top of the voting card. The card is then passed among district members allowing them to mark their own vote. This process should move quickly, and members should be ready to vote when called.

If, after marking the voting card, a member wants to change their vote, the Town Clerk requests that the correct vote be circled.

At full RTM meetings, Roberts Rules of Order are more stringently enforced than they are at committee or district meetings which tend to be less formal. A helpful guide is the Basics of Parliamentary Procedure (here attached) presented at the Feb. 8, 2018 Moderator's Committee meeting.

# RTM Committee Report Guidance and Template

RTM Committee reports should provide information to aid the understanding of the work of the committee, with a clear focus on the items referred to or taken up by the Committee. Committee reports should be fair and balanced in what and how they communicate the essence of the discussion and actions taken in the meeting.

Essential elements of a report to include for each item referred or taken up by the Committee:

- When the meeting was held and who the Chair was

- Attendees:

  - Summary of districts attending, option to include members (D/A) listed and tracked as present or absent

  - Presenters (name and title / role). Note that guests / public do not have to introduce / identify themselves unless they wish to speak to the Committee

- The Item number and a description of what it entails

- Summary of key points raised by the presenters

- Summary of key questions raised by Committee members and a summary of the responses / answers

- For any motions to amend, for each:

  - Clearly document the motion, made and seconded by who

  - Summary of the rationale and discussion

  - Vote on the amendment

    - # for / # against / # abstaining and the Districts absent (note that Districts absent are different than abstaining)

    - Summary of reasons to vote for (optional) or against (needed) or abstain (needed)

- Vote on the item:

  - # for / # against / # abstaining and the Districts absent (note that Districts absent are different than abstaining)

  - Summary of reasons to vote for (optional) or against (needed) or abstaining (needed)

# RTM Committee Report Guidance and Template (this is the same title as the previous page?)

A recommended process to follow to prepare and distribute meeting reports:

- Drafted by the Secretary of the Committee. The report should capture the essence of the meeting as described above and not include new or other information not presented or discussed in the meeting
- Reviewed by the Chair and Vice Chair with edits / corrections as needed
- Circulated by the Secretary or the Chair to the Committee members for comment. These edits should be focused on clarifying language and insuring key points are fairly presented
- Circulated again only if changes are warranted by the Secretary or the Chair to the Committee members
- It is recommended to have the Chair or Secretary have such report posted on the RTM website along with any additional material distributed in the meeting that was not in the call package. Town Clerk should be able to assist
- The report should be circulated to the Committee members within 24 hours of the meeting
- Committee Delegates should forward the report to their District members. Delegates may include any lead-in commentary as to their vote or position taken, if desired.

## Sample Committee Report Template

>>when presenting the report to the RTM, this is an appropriate intro: Mr. Moderator, fellow members and guests.

Your <committee name> Committee met on <date> to discuss this item <#>. This pertains to <summarize or paraphrase what the item is about>.

We had <name the presenters and their title /role> assisting us.

<include summary of the discussion, key points or questions and response / sense or mood of the committee.

Our vote on item <#> was <#> in favor, <X> against, <X> abstaining with Districts <#> absent. Your <committee name> Committee recommends / does not recommend this time.

# December Organizational Meeting Guidelines

The December Organizational Meeting is the meeting of each District, every two years following the November elections, when district leadership and committee delegates and alternates are elected.  All members are sworn in for their two-year term at the full RTM meeting in January; holding the organizational meeting in December allows members to attend January committee meetings.

## Prior to the Organizational Meeting:

1. After the November election, each district chair should contact the Town Clerk's office to request the contact information of their district's newly elected RTM members.
2. The district chair should create and validate an email distribution list for the new term.
3. The district chair should reach out to all newly elected members, congratulate them on joining the RTM, and invite them to the December Organizational Meeting.  The Chair should also encourage the new members to review the RTM Rules, particularly the Appendix, which describe all of the standing committees and outline their responsibilities.

4. The district chair should describe the Special Standing Committees (Labor Contracts and Claims), as well as the Community Development Advisory Committee, and explain how those committee positions are filled.
2. The district chair should ask all members to circulate their district leadership and committee interests prior to the December Organizational Meeting.  This allows the district to gauge which committee elections might be more competitive.
3. The incumbent district chair should prepare a handout/poster to be used during the Organizational Meeting as well any other meeting material, such as ballots, email distribution lists, etc.

## At the December Organizational Meeting:

4. The district chair should explain how officers and standing committee delegates are nominated and elected.  The chair should stress that all members are eligible to run for any district officer position and/or committee position that interests her/him and that no member "owns" a seat on a committee.  In smaller districts where positions outnumber members, members may serve as a delegate/alternate on multiple committees if necessary.
5. It's helpful if one of the district officers prepares a poster/handout that lists all of the standing committees and the day of the week that each committee meets.  This

form will make it easier to keep track of how many members are interested in serving on a particular committee.

6. Only those members elected to serve in the new term may vote in the organizational meeting elections.

7. District officers are elected before electing members to standing committees The newly elected officers will then run the remainder of the meeting.

8. The election of district officers is conducted by written ballot. The current district chair or secretary should bring blank slips of paper to the meeting.

9. Those interested in running for chair, vice chair, or secretary of a district may either self-nominate or have another member offer the nomination.

- Nominations require a second.
- If two individuals express an interest in the same position, the candidates should consider making a brief (no more than three minute) statement regarding their qualifications and why they are interested in the position.
- Members may ask questions directed at the candidates at the conclusion of their remarks.
- When it is time to vote, each member must cast a written ballot. The name of the candidate, the position for which the candidate is running, the signature of the voting member, the date and the round of voting must appear on the ballot.
- The candidate who receives a majority of affirmative votes from those present is the winner. Please refer to the table on page 33 that defines a majority.
- There may not be a clear winner after the first round of voting, in which case, successive voting rounds continue until a candidate receives a majority of votes. If more than two candidates are running for the same position, the candidate that receives the lowest number of votes is dropped from the next round of voting. It's helpful to denote the voting round number on the ballot to eliminate confusion in the event of multiple rounds.
- The ballots for all district officer elections must be saved and submitted to the Town Clerk's office the following day for record keeping/archival purposes.

10. After the district officers have been elected, the members should turn their attention to standing committee assignments. The district chair may want to provide a very brief overview of the functional responsibilities and time commitments for each committee. The district chair should explain the difference between the role of delegate and alternate. The district chair should also remind members that any member may attend any committee meeting, and, in the event that the delegate or the alternate is not present, s/he may vote as a representative of the district.

11. Prior to electing members to serve on standing committees, the district chair should run down the list of standing committees and determine whether there are multiple members interested in serving on the same committee.

15. Contested standing committee elections should be taken up first, so that the member not elected to the committee has an opportunity to put his/her name forward for another standing committee.

16. Contested elections to standing committees should be conducted by written ballot, following the same format as outlined for the district officers' elections above.

17. Non-contested committee elections do not require a written ballot.  If a member volunteers for a standing committee and the majority of members agree with the appointment, the member is assigned to the standing committee.

18. After delegates have been elected to standing committees, the district should fill the alternate seats on the committees.

19.  At the conclusion of the organizational meeting, the district secretary should

    prepare a list identifying the district officers and the standing committee delegates/alternates and submit that list to the Town Clerk for inclusion on the RTM website.

# RTM Member Vacancy
## Interim Election Guidelines

It is [strongly] recommended that the District follow these guidelines to fill a vacancy.

Section 171 (a), (b), (c), (d) of the Charter of the Town Of Greenwich outlines the formal procedure for handling a member's resignation and/or filling a district vacancy. All District Chairs should be familiar with the election rules outlined in the Charter.

If an RTM district has a vacancy at any point during the term, the Charter of the Town of Greenwich provides that the members of that District may conduct an interim election and elect someone to fill the vacancy.

## Resignation of a member

When a member desires to resign from the RTM, they must notify their District Chair and the Town Clerk of such in writing (an email is acceptable) of his/her resignation.

In the event of a vacancy, the District Chair must make arrangements to conduct an interim election. The District Chair should email the members to advise them of the resignation and state that they will request the Town Clerk to call a special meeting. [Note that the Charter calls for a petition to be submitted; the chair emailing the district is acceptable.] An interim election is held at a special meeting that is called by the Town Clerk. That special meeting may or may not coincide with a regular District meeting. The District Chair should also advise the Moderator Pro Tem of the vacancy.

Working with the appropriate District Chair, the Town Clerk notifies the remaining members of the District, calling for a special meeting of the remaining district members for the purpose of filling any vacancy.

## Publicizing a district vacancy

The District Chair is responsible for outreach to get candidates to fill the vacancy. They should:

- Communicate to and encourage District members to reach out to others letting them know of the vacancy (neighbors, friends, school PTAs, religious houses of worship, neighborhood associations, etc.)

- Contact former members or others who had previously expressed interest in serving (not currently serving) to let them know of the vacancy
- Coordinate with the Town Clerk and Moderator Pro Tem to publish a notice on the Town website, a public service announcement in the local newspapers / news outlets and radio (WGCH) as well as through the NextDoor app (see attached sample)
- Be available to help interested citizens to understand the work of the RTM and what is expected of its members

## Responsibilities of the District Chair prior to the interim election

The District Chair should contact the interested candidate(s) and describe the time commitment involved and review the responsibilities of an RTM member; confirm that the candidate's address falls within the district's boundaries; and provide the candidate with the time, location, and date of the special election. It's helpful if the candidate prepares a brief biography and a statement of why they are interested in serving on the RTM that can be shared with the district prior to the interim election (this is not a requirement to participate in the election).

The District Chair should contact the Registrar of Voters and confirm that the interested candidate(s) is/are a registered voter(s) and eligible to serve on the RTM.

## The Special Meeting of the District.

A quorum of district members is required in order to hold an interim election. The RTM Rules define the district quorum requirements as a majority of district members. The successful candidate must receive a majority of affirmative votes from those district members present in the meeting and voting.

The District Chair will call the special meeting to order. The District Chair is responsible for; introducing all interested candidates; insuring the District Secretary and one other member count the ballots; instructing the members on the voting procedure; conducting the vote; and announcing the voting results.

1. Candidates should plan to attend the Special Meeting and present themselves. However, a candidate need not be present at the interim election to be considered for the position. If a candidate is unable to attend the interim election, s/he may have someone speak on his/her behalf and/or prepare a summary of qualifications and a statement of interest to be circulated at the meeting.

2. The district should hear from each candidate.
   a. Candidates may introduce themselves and speak up to three minutes to the group about their qualifications and interest in serving on the RTM.
   b. Candidate speaking order is determined alphabetically by last name.
   c. Questions may be asked by the members and should be reserved until after all of the candidates have had an opportunity to speak. For fairness, each candidate should be given an opportunity to answer the questions asked, trying to limit responses to under a minute.

3. In order to successfully elect a candidate, the individual must receive a majority of affirmative votes by those district members present and voting. Please see the attached table on page 33 that defines a majority. In the event no candidate gets a majority, the candidate with the lowest number of votes will be dropped and another round of voting is held. This process will continue until a candidate is elected.
4. All voting must be conducted by written ballot. Ballots must include the position being filled, the name of the candidate desired, the name and signature of the member casting the vote, and the date of the election. If more than one round of voting is required, the round of voting should also be included on the ballot. At the conclusion of the election, all ballots must be submitted to the Town Clerk's office within twenty-four hours for record keeping purposes.
5. Ask the newly elected member to complete the RTM Contact Form. The form and the ballots should be provided to the Town Clerk the next business day. Information provided is entered into the RTM database and used by the Town Clerk to contact members. Also update any distribution / contact lists. Remind the newly elected member to see the Town Clerk to be sworn in (must be done before they vote)

It is also important to note that a district vacancy may create a standing committee vacancy. If so, the district may want to fill standing committee vacancies after electing the new member.

It is also possible to postpone an interim election. If district members believe that a candidate that presents him/herself would not serve the District well, the district should make a motion to postpone the election and perform additional outreach to identify viable candidates.

# Basics of Parliamentary Procedure

I.   History Of Rules of Procedure
II.  Applicable Rules
    A.  State law – e.g., Freedom of Information Act
    B.  Local law – Town Charter, local ordinance
    C.  RTM Rules
    D.  Robert's Rules of Order Newly Revised, 12th ed., 2020


III. Basics of Robert's Rules
    A.  Pattern of Formality – serves to maintain chair's position of impartiality and help to preserve an objective and impersonal approach, especially when serious divisions of opinion arise.
        1.  Customs observed by members
            -  address chair as Mr. or Madam President, Chairman, Speaker, Moderator, etc.
            -  should not be addressed as "you" ("Do I understand the chair to state . . . ?")
            -  address only the chair, or address each other through the chair ("Mr. Speaker, may I ask the member to explain . . . ?")
            -  never speak while seated
        2.  Customs observed by presiding officer
            -  speaks of self in the third person ("The chair rules that . . . .")
            -  does not address the member as "you" ("The chair must ask the member to confine his remarks . . . .")


    B.  Call to Order; Order of Business
        1.  Quorum
        2.  "The meeting will come to order."
        3.  Order of Business
            -  established order of business (Minutes, Reports of Officers, Committees, Unfinished Business, New Business)
            -  if there is no binding order of business, any member who obtains the floor can introduce any legitimate matter
    C.  Means by which business is brought to the floor
        1.  Motions – Types:
            Main, Subsidiary, Privileged, Incidental

        2.  Obtaining and Assigning the Floor
            -  must be recognized by the chair
            -  general procedure (first come, first served)

D. Handling the Motion
   1. A member makes a motion
   2. Another member seconds
   3. The chair states the question on the motion. Only this step places the motion before the assembly. (Can be withdrawn or modified by maker prior to this step.) There may be occasions when you should refuse to accept a motion. (See, Motion for the Previous Question, below)
E. Consideration of a Main Motion
   1. Committee Reports
   2. Debate on the motion (time limits; cannot speak twice when others waiting their turn; prohibition on personal references)
   3. Motion to Amend – most widely used subsidiary motion. The proposed amendment must be "germane" – that is, closely related to or having bearing on the subject of the motion to be amended.
   4. Chair puts the question to a vote. (Make sure the assembly understands what they are voting on. Motions to amend can be confusing.)
   5. Chair announces the vote.
F. Points it may be helpful to know
   1. Virtually any ruling of the chair is appealable. An appeal must be seconded, is debatable (with some exceptions), and requires a majority in the negative to reverse the chair's decision. ("Shall the decision of the chair be sustained?")
   2. If the rules prevent you from doing what you desire, move to suspend the rules. This motion is not debatable and requires a 2/3rds majority to pass.
   3. Point of Order – This incidental motion is used to point out a violation of some rule that has occurred. It is in order even when another is speaking and does not require a second. The chair rules on the point of order by stating, "The Point of Order is (or is not) well taken."
   4. Motion for the Previous Question – ("I move the previous question.") This motion, if adopted, immediately closes debate on the pending question and requires an immediate vote on that question. The motion for the previous question is not debatable and requires a 2/3rds majority to pass.

If you are the chair and you believe the motion for the previous question has been made prematurely (an important item of business is pending and debate has just begun; an individual who has key information has not had a chance to speak; the person making the motion had just spoken for 5 minutes, etc.), Remember: you can refuse to accept the motion. Explain your

reasons for doing so, and perhaps offer to recognize the member after certain others have been given a chance to speak so that the motion can be made then.  If you do this judiciously, you likely will gain the respect of the members.

5.  Important differences between motions:
    a)  Motion to Postpone to a Certain Time – if adopted, the postponed item automatically comes back in its identical form at the appointed time;
    b)  Motion to Postpone Indefinitely – its adoption kills the pending question.  It is typically used when the assembly would prefer not to take a position on the pending question;
    c)  Motion to Refer (Commit) – generally used to send a pending question to a relatively small group of selected persons – a committee – so that the question may be carefully investigated and put into better condition for the assembly to consider.  Necessary details: motion must include the name of the committee, its members or the manner of selecting the members.  The motion might also include a deadline by which the question is returned to the assembly.
    d)  Motion to Lay on the Table – a commonly misused motion.  This motion is designed to lay the pending question aside temporarily *when something else of immediate urgency has arisen.*  A chair should rule that the motion is not in legal order if the evident intent is to kill or avoid dealing with a question.  The chair should suggest the proper motion, which most likely is the motion to postpone indefinitely.  If an item is tabled, it may be "taken from the table" during the same session or at the next session after it was laid on the table.
    e)  Motion to Reconsider – moving party must have voted with the prevailing side.  It requires a second but the seconder need not have been on the prevailing side.

Informative Websites:

Robert's Rules of Order Official Site – http://www.robertsrules.com

Stran Trout's Parliamentary Procedure Home Page – http://www.newkent.net/rulesoforder.html

August 3, 1998

From:       Thomas J. Byrne, RTM Moderator
            Carmella C. Budkins, Town Clerk

To:         Town Department Heads and Other Town Personnel (List
            attached)
            Town Commission and Board Chairmen (List attached)
            RTM Committee and District Chairmen
            School Building Committee Chairmen

Attachments: Prescribed format for electronic submission of RTM call items (also
                referred to as the "Template")
            Instructions re: completing the Template
            Sample resolutions and explanos in abbreviated form from April
                1998 RTM Call
            Notice of Informational Meeting, Thursday, August 13, 1998, 9:00
                a.m., Cone Room, Town Hall

Subject:    **Electronic Submission of RTM Call Items**

General

The RTM is planning to publish each RTM call, explanatory comments ("explanos")
and related documents on the Town's web site.  To facilitate this plan, beginning
with items for the September RTM, originators of resolutions and supporting
documents for the RTM call should prepare these documents in the format
prescribed in the attached instructions and deliver them to the Town Clerk's office
by electronic mail or on diskette.  We recognize that everyone in Town government
does not have email.  Those without email will deliver the electronic document to
the Town Clerk on diskette.  In **both** cases, a printed copy of each resolution, its
explanos and attachments **must** also be delivered to the Town Clerk.

We will be holding an **informational meeting** to review the new procedures on
**Thursday, August 13, 1998 at 9:00 a.m. in the Cone room** in Town Hall.  We
expect the meeting will last approximately one hour.  All those involved in the
preparation of RTM call materials (including clerical personnel) should attend.

The electronic documents will be used to prepare the call and to put the call
information on the Town's web site. Consequently, **the electronic document will
be the controlling one**.  Documents which are not easily prepared in electronic
form (such as maps or documents not prepared by the originating department)
should be delivered to the Town Clerk's office on paper and marked as
Attachments.  Any document that is typed by the originator of the resolution can
be, and will be expected to be, prepared according to the required format.  Non–

electronic documents will be put on the web site at the Moderator's or Town Clerk's discretion.

We fully expect that the same amount of explanatory information previously submitted will continue to be submitted. We hope that this process will facilitate the submission of a greater amount of information.

The deadlines for submission of call items remain unchanged. The deadline for the September RTM is August 28.

The prescribed format is attached and is available on the Town's computer network at [F:\USERS\TOG\FORMS\RTMRESLN]. It consists of four sections: 1) a header identifying the originator, the contact person, approval history (if any), etc.; 2) the formal resolution; 3) the explanatory comments; and 4) a list of non–electronic attachments. Each resolution and its related documents shall constitute a single word processing document.

When completed and approved, the department's resolutions should be printed and (a) emailed to the Town Clerk at tclerk@greenwichct.org or (b) copied to diskette(s). The paper copy and the diskette(s) should be delivered to the Town Clerk through the inter–office mail.

Several different word processors are used by Town departments. Our first preference for preparation of the electronic documents is the Town government standard, which is Microsoft Word 7.0 for Windows 95. Those without Word can save their documents into Rich Text (Interchange) Format ("RTF") and send the RTF documents to the Town Clerk.

Instructions for completing and delivering resolutions in electronic form are attached to this memorandum, as are sample resolutions and explanatory comments from the April 1998 RTM Call. These last have been abbreviated to show how the forms will look.

Implementation

We intend to implement this process with the September RTM. Please prepare and deliver all material for the September Call in this prescribed format and manner. The Call will continue to be prepared in hard copy and mailed to RTM members; however, electronic submission will speed preparation and eventually reduce the Town Clerk's workload.

The attached Instructions describe in detail how to prepare a resolution and explanatory comments and to transmit these to the Town Clerk. We expect that there will be transitional difficulties while we learn and perfect the new procedures. We ask for your cooperation and patience in this regard. If you need assistance

in preparing your call items, contact the people identified in the Instructions.  We welcome any suggestions you may have to improve this process.

Distribution:

| | |
|---|---|
| TOM R. RAGLAND | FIRST SELECTMAN |
| RICHARD V. BERGSTRESSER | SELECTMAN |
| STEPHANIE H. SANCHEZ | SELECTWOMAN |
| ALFRED C. CAVA | DIRECTOR  HUMAN RESOURCES |
| CHARLES GRAVES | ASSISTANT TO THE FIRST SELECTMAN |
| ROBERT MORGAN | COMTPROLLER |
| NANCY C. BROWN | DIRECTOR - COMMUNITY DEVELOPMENT |
| JOHN WETMORE | TOWN ATTORNEY |
| MIKE PUTERBAUGH | ACTING FIRE CHIEF |
| JOE BENOIT | FIRE MARSHAL/DEPUTY CHIEF |
| CHIEF PETER ROBBINS | POLICE CHIEF |
| MARCOS MADRID | COMMISSIONER, PUBLIC WORKS |
| CAROL FEMIA | COMMISSIONER, SOCIAL SERVICES |
| CAROLINE BAISLEY | ACTING DIRECTOR OF HEALTH |
| LOU CARAVELLA | INTERIM TAX COLLECTOR |
| CARMELLA BUDKINS | TOWN CLERK |
| HARRIETT WIEBOLDT | ASSESSOR |
| DENISE SAVAGEAU | CONSERVATION DIRECTOR |
| DIANE FOX | TOWN PLANNER |
| PETER ENGLEMANN | ADM. NATHANIEL WITHERELL |
| ELIZABETH MAINIERO | DIRECTOR, GREENWICH LIBRARY |
| MICHAEL HAGEN | DIRECTOR, PERROT MEMORIAL LIBRARY |
| DR. ROGER LULOW | SUPERINTENDENT OF SCHOOLS |
| HOLLISTER STURGES | DIRECTOR, BRUCE MUSEUM |
| THOMAS CRAWFORD | EXEC. DIRECTOR, HOUSING AUTHORITY |
| JOAN SULLIVAN | DIR. OF PURCHASING & SUPPLY & ADM. SERVICES |
| JOSEPH SICILIANO | ACTING DIRECTOR OF PARKS & REC. |
| MICHAEL AURELIA | DIRECTOR, INLAND WETLANDS |
| VERONICA MUSCA | REPUBLICAN REGISTRAR OF VOTERS |
| SHARON VECCHIOLLA | DEMOCRATIC REGISTRAR OF VOTERS |
| BETTY LINCK | FLEET MANAGER |
| MAXINE GOLDSTEIN | COMMISSION ON AGING COORDINATOR |
| CHARLEE TUFTS | EXECUTIVE DIRECTOR, GEMS |
| DAVID R. TOBIN | PROBATE COURT |
| ROBERT KALM | DEPT. OF PUBLIC WORKS |
| JAMES LAVIN | DEPT. OF PUBLIC WORKS |
| FRED BAKER | BOARD OF ED, DIR. OF OPERATIONS |
| STEPHEN DEMETRI | DEPT. OF PUBLIC WORKS |
| ANNE REASONER | BUDGET DIRECTOR |
| LAWRENCE COOPER | DEPT. OF PARKS & RECREATION |
| ALICE MELLY | CHAIRMAN, BOARD OF ESTIMATE & TAXATION |
| LILE GIBBONS | CHAIRMAN, BOARD OF EDUCATION |
| CHARLENE ABDAL | |

**Prescribed Format for Electronic Submission of RTM Call Items**
**(the "Template")**

**TOWN OF GREENWICH, CT – Representative Town Meeting**

ITEM NO.:          *Entered by Town Clerk*
DEPARTMENT:     Department name      yymmdenn
CONTACT:          Contact's name        Contact's phone #      Contact's email
address
REFERRED TO:     *Entered by Town Clerk*
VOTES:             Board or commission name    vote (y/n/a)

**RESOLVED, … […the resolution…] …**

**EXPLANATORY COMMENTS**

[…explanatory comments…]

**ATTACHMENTS**

[…list of additional explanatory documents, not in electronic form to be attached to the explanos distributed with the printed resolution to the RTM…]

# Preparation of RTM Call Items
## July [  ], 1998

## Template Completion Instructions

1. Use a new form for each resolution; it is available to those departments located in Town Hall at F:\USERS\TOG\FORMS\RTMRESLN. Originators not in Town Hall can obtain a copy of the form on diskette from the Town Clerk. A diskette copy is included with this instruction.

2. Save the file using Microsoft Word 7.0 for Windows 95 or the word processor's "rich text format" or "interchange format" option with a unique name in the form "yymmdenn.*ext*" where "yymm" is the year and month of the RTM (*e.g.* "9804"), the "de" is the originator code from the following list and "nn" is the originator's sequentially assigned item number ("01", "02" …) for the month. ".*ext*" is automatically assigned by the word processing program.

### Originator Codes

| | | | |
|---|---|---|---|
| Board of Education | ED | Parks & Recreation | PR |
| Central MS Bldg Comm | CS | Parkway Sch'l Bldg Com | PS |
| Eastern MS Bldg Comm | ES | Perrot Library | PL |
| Finance | FI | Planning & Zoning | PZ |
| Fire | FD | Police | PD |
| Fleet | FL | Probate Court | PC |
| Greenwich Emerg'y Svc | GM | Public Works | PW |
| Greenwich HS Bldg Com | GH | RTM | RT |
| Greenwich Library | GL | Selectmen | SE |
| Health | HD | Social Services | SS |
| Housing Authority | HA | Tax Assessor | TA |
| Human Resources | HR | Tax Collector | TX |
| Nathaniel Witherell | NW | Town Clerk | TC |

The Town Clerk will add codes as needed.

3. Complete the Header information as follows:

Item no.:        Leave blank; this will be completed by the Town Clerk

Department:        Enter the department's name and the department resolution identification in the form "yymmdenn" as in step #1 above.

Contact:        The name of the person in the department to contact for additional information concerning the item, his or her phone number and email address.

| Referred to: | Leave blank, this will be completed by the Town Clerk. |
|---|---|
| Votes: | If the resolution was voted on by any commission or board prior to submission to the RTM, report the commission or board's names and votes if known. If unknown, enter the name and "unknown", and if not necessary, enter "N/A". |

4.    Enter the text of the resolution following "**Resolved**,".

5.    Enter **Explanatory Comments**. These may be text, tables, charts, etc. typed directly or copied from other documents. If some of the explanatory comments cannot be included in the electronic document, list them under "Attachments". Departmental memos prepared to describe the item can be used unchanged by copying the text directly into this section. At the Department's option, explanos' authors and date prepared may be left attached to such explanos.

6.    List the names of any **Attachments**, documents which are part of the explanatory comments, but not in electronic form. On each attachment, put the department's call item identification number ("yymmdenn" as in Step #1). In the Town Clerk's discretion, these may be scanned into the computer system to be included on the web site. They will be included with the explanos sent to RTM members. If there are no **Attachments** enter "None".

7.    After review of the completed document, print one copy to be sent to the Town Clerk together with all attachments.

8.    Those originators which have electronic mail capability should email each completed and approved resolution to the Town Clerk as an attached file (in RTF format). Each resolution should be a separate email message. The email cover memo should have the resolution identification (yymmdenn) in the subject line. It should be sent to tclerk@greenwichct.org.

9.    Those originators which do not have electronic mail capability should copy each resolution onto one (or more if necessary) diskettes and send the diskettes to the Town Clerk. The diskette(s) should be labeled with the originator's name, and RTM date.

10.   Send the paper copy and diskette(s), if applicable, to the Town Clerk.

For assistance, contact:
    Dee Meilinggaard, Town Clerk's Office, x6444, tclerk@greenwichct.org
    Information Services Help Desk, x3725

Attachments

**TOWN OF GREENWICH, CT – Representative Town Meeting**

ITEM NO.:           To be supplied by Town Clerk
DEPARTMENT:    Representative Town Meeting          9804RT01
CONTACT:          Tom Byrne    (203) 637-4307        tjbog@aol.com
REFERRED TO:    To be supplied by Town Clerk

**RESOLVED, that the time to speak at the May RTM be limited to three minutes per speaker for each motion, except that the proponent and principal opponent of the motion (the latter to be determined by the Moderator) shall be entitled to speak for ten minutes each.**


## EXPLANATORY COMMENTS

Item 1 on the April call is the same resolution regarding limits on debate that we adopted at last year's May budget meeting.  At the meeting of the Moderator's Committee last month, the consensus of those in attendance was to place the resolution on the April call this year so that all participants in May would have advance notice of the ground rules.

In response to questions I received about this proposed limit on debate ... adopting the proposed cut.

...

I note that we have a full agenda this month.  Although items 1 and 2 are treated as "main motions" under parliamentary procedure and are fully debatable, I encourage all discussions of these items to take place at the district level.  In that way, we can take a quick vote on them and move immediately to the meat of our April call.


## ATTACHMENTS

None

**TOWN OF GREENWICH, CT – Representative Town Meeting**

ITEM NO.:          To be supplied by Town Clerk
DEPARTMENT:   RTM Moderator         9804RT02
CONTACT:          Tom Byrne     (203) 637-4307          tjbog@aol.com
REFERRED TO:   To be supplied by Town Clerk

**RESOLVED, that at the meeting of the RTM on Monday, May 11, 1998, if the business of the meeting has not been concluded by 12 midnight, the meeting shall adjourn at that time, to meet again on Tuesday, May 12, 1998 at 8:00 P.M. at Central Middle School.**

**EXPLANATORY COMMENTS**

See Explanos for 9804RT01

**ATTACHMENTS**

None

**TOWN OF GREENWICH, CT – Representative Town Meeting**

ITEM NO.:          To be supplied by Town Clerk
DEPARTMENT:    BOARD OF SELECTMEN   9804SE01
CONTACT:        First Selectman
BET VOTE:
REFERRED TO:    To be supplied by Town Clerk

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be reappointed a member of the South Western Regional Planning Agency for a term expiring 3/31/01.**

MARY FERRY

**EXPLANATORY COMMENTS**

MARY S. FERRY.  5 Chapel Lane, Riverside.  Renomination as a regular member of the South Western Regional Planning Agency for a term expiring 3/31/01.
B.A. University of Tennessee.  RTM member, League of Women Voters, past president.
Former trustee and Financial Secretary, Fire [sic] Congregational Church.  Member of SWRPA since 1988.

**ATTACHMENTS**

None

ITEM NO.:          To be supplied by Town Clerk
DEPARTMENT:     PARKWAY SCHOOL BUILDING COMMITTEE  9804PS01
CONTACT:         Chairman William G. Kelley
BET VOTE:         12-0-0
REFERRED TO:    To be supplied by Town Clerk

**RESOLVED, that the sum of $722,500 be and the same is hereby appropriated in the "RESERVE FOR CAPITAL & NON-RECURRING FUND" - 180-956-9804 Parkway School Renovation**

## EXPLANATORY COMMENTS

STATEMENT TO THE BET BUDGET COMMITTEE
MARCH 11, 1998

BACKGROUND
The Board of Education made a determination that due to enrollment increases up to four additional classrooms would be needed at both Old Greenwich School and Parkway School.  These ... written.

...

A building ... submitted bids.

TIMING
In order to ... plan.

ELEMENTARY SCHOOL REQUIREMENTS
In addition to ...

...

TO CREATE TWO CLASSROOMS FROM INTERIOR SPACES IN PARKWAY SCHOOL
Areas of examination are ... instructional use.

11.    To convert the semi-open plan Northeast Wing to classrooms and enlarge the Band Room
5,455 S.F; work includes demolition, new partitions, finishes, lighting, ventilation, fire alarm, power, exit doors, marker board, tackboard, screen blinds, computer network
      $465,000.00

2.    To convert the existing storage areas into offices

850 S.F.; work includes demolition, new partitions, finishes, lighting, ventilation, fire alarm, power, computer network, speech privacy treatment and limited cooling.95,000.00

3.      Parkway School renovation contingency                        56,000.00

4.      Furniture, fees, testing, and expenses                  106,500.00

Total Project Cost                                      $722,500.00

TO CREATE TWO CLASSROOMS FROM INTERIOR SPACES IN PARKWAY SCHOOL

1.      To convert the Nurse/Reading area into a Classroom

800 S.F. including an existing toilet to remain, work includes demolition, new finishes, lighting, ventilation, fire alarm, power, markerboard, tackboard, screen, blinds, computer network                               $72,500.00

2.      To ...

...

8.      Furniture, fees, testing, and expenses                   71,000.00

Total Project Cost                                      $487,900.00

## **ATTACHMENTS**

(Drawing #1)

(Drawing #2)

(Drawing #3)

(Drawing #4)

(Drawing #5)

**TOWN OF GREENWICH, CT – Representative Town Meeting**

ITEM NO.:           To be supplied by Town Clerk
DEPARTMENT:    P&Z Commission        9804PZ01
CONTACT:
REFERRED TO:    To be supplied by Town Clerk

**RESOLVED, that the "Land Use, Plan of Development, "approved by the Representative Town Meeting on March 11, 1985 is hereby repealed.  The "Open Space Plan of Development and Map" adopted by the RTM in March 1978, the Grass Island Master Plan, adopted by the RTM in 1990, and the Sewer Boundary Map adopted by the RTM in of 1990 remains in force as approved.**

**BE IT FURTHER RESOLVED, that the "Plan of Conservation and Development, 1998" is hereby adopted as submitted.**

**EXPLANATORY COMMENTS**

Whereas Section 92 of the Town Charter states that "the Planning and Zoning Commission shall prepare and adopt ... a plan for the development of the Town, known as the Plan of Development (renamed Plan of Conservation and Development), based on studies of physical, ... its people;"

Whereas the 1984 ... adoption;

Whereas the Commission prepared the proposed new Plan over two and one-half years by

extensive research by the Commission's staff, including Census data, building department ... Voters;

informal meetings of the Town Planner, ... the issues;

new computerized maps, research, ... in the Plan;

Whereas representatives of the Southwest Regional Plan ... detailed;

Whereas prior to ... Commission;

Whereas a copy ... Town Clerk;

NOW THEREFORE BE IT RESOLVED THAT THE 1998 PLAN OF CONSERVATION AND DEVELOPMENT IN THE FORM FILED WITH THE OFFICE OF THE TOWN CLERK AND PRESENTED TO THIS MEETING IS HEREBY ADOPTED; AND A COPY THEREOF WITH ENCLOSED MAPS, DIAGRAMS, CHARTS, DESCRIPTIVE MATTER AND REPROTS SHALL BE CERTIFIED TO THE REPRESENTATIVE TOWN MEETING FOR ITS APPROVAL.

The submission, "1998 Plan of Conservation and Development" has been filed in the Town Clerk's Office and has been mailed to the RTM under separate cover.

**<u>ATTACHMENTS</u>**

None

**TOWN OF GREENWICH, CT – Representative Town Meeting**

ITEM NO.:        To be supplied by Town Clerk
DEPARTMENT:    FIRE   9804FD01
CONTACT:        Chief Noel Padden    622-3951      npadden@greenwichct.org
BET VOTE:       10-0-0
REFERRED TO:    To be supplied by Town Clerk

**RESOLVED, that the sum of $102,767.78 be and the same is hereby appropriated to be added to Account Numbers identified below:**

| | |
|---|---|
| **205-117 Fire Department-Payment for Accumulated Vacation Leave** | **$28,206.26** |
| **205-123 Fire Department-Payment for Accumulated Sick Leave** | **$74,561.52** |
| **Total** | **$102,767.78** |

## EXPLANATORY COMMENTS

Recovery of retirement vacation and sick leave payouts for the following individuals:

| | | |
|---|---|---|
| Robert Gianfransico | 37 vacation days | $9,035.77 |
| | 85.5 sick days | 19,001.52 |
| Frank Marrello | 29.5 vacation days | 7,204.20 |
| | 79 sick days | 17,556.96 |
| James Farley | 9 vacation days | 2,197.89 |
| | 81 sick days | 18,001.44 |
| Michael Dorrian | 40 vacation days | 9,768.40 |
| | 90 sick days | 20,001.60 |
| | | |
| TOTAL VACATION | | 28,206.26 |
| TOTAL SICK | | 74,561.52 |
| | | |
| TOTAL | | $102,767.78 |

## ATTACHMENTS

None

**TOWN OF GREENWICH, CT – Representative Town Meeting**

ITEM NO:             *Entered by Town Clerk*
DEPARTMENT:    Department name       yymmdenn
CONTACT:           Contact's name          Contact's phone #       Contact's email
address
REFERRED TO:    *Entered by Town Clerk*
VOTES:                 Board or commission name    vote (y/n/a)

**RESOLVED,**

**<u>EXPLANATORY COMMENTS</u>**

**<u>ATTACHMENTS</u>**

# TABLE FOR DETERMINING MAJORITY AND TWO-THIRDS VOTES

| NUMBER OF VOTES CAST | MAJORITY VOTE | TWO-THIRDS VOTE | | NUMBER OF VOTES CAST | MAJORITY VOTE | TWO-THIRDS VOTE |
|---|---|---|---|---|---|---|
| 1 | 1 | 1 | | 51 | 26 | 34 |
| 2 | 2 | 2 | | 52 | 27 | 35 |
| 3 | 2 | 2 | | 53 | 27 | 36 |
| 4 | 3 | 3 | | 54 | 28 | 36 |
| 5 | 3 | 4 | | 55 | 28 | 37 |
| 6 | 4 | 4 | | 56 | 29 | 38 |
| 7 | 4 | 5 | | 57 | 29 | 38 |
| 8 | 5 | 6 | | 58 | 30 | 39 |
| 9 | 5 | 6 | | 59 | 30 | 40 |
| 10 | 6 | 7 | | 60 | 31 | 40 |
| 11 | 6 | 8 | | 61 | 31 | 41 |
| 12 | 7 | 8 | | 62 | 32 | 42 |
| 13 | 7 | 9 | | 63 | 32 | 42 |
| 14 | 8 | 10 | | 64 | 33 | 43 |
| 15 | 8 | 10 | | 65 | 33 | 44 |
| 16 | 9 | 11 | | 66 | 34 | 44 |
| 17 | 9 | 12 | | 67 | 34 | 45 |
| 18 | 10 | 12 | | 68 | 35 | 46 |
| 19 | 10 | 13 | | 69 | 35 | 46 |
| 20 | 11 | 14 | | 70 | 36 | 47 |
| 21 | 11 | 14 | | 71 | 36 | 48 |
| 22 | 12 | 15 | | 72 | 37 | 48 |
| 23 | 12 | 16 | | 73 | 37 | 49 |
| 24 | 13 | 16 | | 74 | 38 | 50 |
| 25 | 13 | 17 | | 75 | 38 | 50 |
| 26 | 14 | 18 | | 76 | 39 | 51 |
| 27 | 14 | 18 | | 77 | 39 | 52 |
| 28 | 15 | 19 | | 78 | 40 | 52 |
| 29 | 15 | 20 | | 79 | 40 | 53 |
| 30 | 16 | 20 | | 80 | 41 | 54 |
| 31 | 16 | 21 | | 81 | 41 | 54 |
| 32 | 17 | 22 | | 82 | 42 | 55 |
| 33 | 17 | 22 | | 83 | 42 | 56 |
| 34 | 18 | 23 | | 84 | 43 | 56 |
| 35 | 18 | 24 | | 85 | 43 | 57 |
| 36 | 19 | 24 | | 86 | 44 | 58 |
| 37 | 19 | 25 | | 87 | 44 | 58 |
| 38 | 20 | 26 | | 88 | 45 | 59 |
| 39 | 20 | 26 | | 89 | 45 | 60 |
| 40 | 21 | 27 | | 90 | 46 | 60 |
| 41 | 21 | 28 | | 91 | 46 | 61 |
| 42 | 22 | 28 | | 92 | 47 | 62 |
| 43 | 22 | 29 | | 93 | 47 | 62 |
| 44 | 23 | 30 | | 94 | 48 | 63 |
| 45 | 23 | 30 | | 95 | 48 | 64 |
| 46 | 24 | 31 | | 96 | 49 | 64 |
| 47 | 24 | 32 | | 97 | 49 | 65 |
| 48 | 25 | 32 | | 98 | 50 | 66 |
| 49 | 25 | 33 | | 99 | 50 | 66 |
| 50 | 26 | 34 | | 100 | 51 | 67 |