

**RULES OF**  
**THE REPRESENTATIVE TOWN MEETING**  
**OF THE TOWN OF GREENWICH**  
Effective October 26, 2020

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**RULES OF THE REPRESENTATIVE TOWN MEETING  
OF THE TOWN OF GREENWICH**

**I. DEFINITIONS**

As used in these Rules:

A.

1. “Alternate” – an individual elected or appointed to substitute for a delegate to any standing committee or special committee in the event of the delegate’s absence from a meeting of such committee.

2. “Call” – the notice to members of an RTM, along with the agenda and the dates and places of standing committee and district meetings.

3. “Delegate” – an elected or appointed principal member of any standing or special committee and shall not include alternates.

4. “District: - any of the voting districts of the Town from which RTM members are elected.

5. “Member” – an elector of the Town who has been elected to the Representative Town Meeting and has taken the oath of office, subject to the provisions of Sections 169-171 of the Town Charter.

6. “RTM” - the Representatives Town Meeting, either the entire body of elected representatives or the formal assembly of these representatives, as the context requires.

7. “Town” – The Town of Greenwich, Connecticut.

8. Use of words of any gender shall be construed to include any other or all genders, as appropriate.

Note: The numerals and letters at the right margin of certain captions herein refer to sections in Article 13 of the Town Charter, which sections specifically apply to the Rules so noted.

**II. GENERALLY**

A. **POWERS**

The RTM shall exercise exclusively, so far as will conform to the provisions of the Town Charter, all powers vested in the Town, except as otherwise specifically provided by law.

**B. MEMBERSHIP**

**1. Ex Officio Members**

a. The following designated officers shall be RTM members ex officio: the Selectmen, the Town Clerk, the Town Attorney, the Board of Education, and members of the Board of Estimate and Taxation.

b. Such ex officio members shall have all the rights and privileges of the elected members, except the right to vote.

**2. Qualifications 169(a), (b)**

a. RTM members shall be the judges of the election and qualification of their members.

b. RTM members as such shall receive no compensation.

c. An RTM member who shall cease to be a resident of the Town shall cease to be an RTM member. An RTM member who shall move from the district from which he is elected to another district may complete the term in the original district.

**3. Election – Tie Vote**

a. In the case of a tie vote affecting the election of RTM members, the other members from the district in which the tie vote may occur shall, by ballot, determine which of the tied candidates shall serve as RTM member(s). The chief moderator of elections shall immediately after an election notify the Town Clerk in writing of any and all such tie votes, giving the names and addresses of the candidates affected.

b. The Town Clerk shall, within two days of such notification by the chief moderator of elections, call a meeting of the newly elected members from the district or districts in which a tie vote occurs by causing a notice specifying the object, time

and place thereof to be mailed to each such member of the particular district not less than three days nor more than five days before the time set for the meeting.

(1) At such meeting, a majority of the members from the particular district shall constitute a quorum, and they shall elect from among their number a temporary chairman and a temporary clerk whose right to vote at such meeting shall not be affected by their election to their respective offices.

(2) The temporary chairman and the temporary clerk shall count, and the persons receiving a majority of the votes cast shall be declared elected. The chairman and clerk shall forthwith make a certificate of the choice and file same with the Town Clerk.

c. The member(s) so chosen shall thereupon be deemed elected and qualified, subject to the right of all RTM members to judge the election and qualification of the members.

#### **4. Resignation; Filling of Vacancy**

171(a), (b), (c), (d)

a. An RTM member may resign by filing a written resignation with the Town Clerk. Such resignation shall take effect upon the date of such filing.

b. Any vacancy in the full number of RTM members from any district, whether arising from a failure of the registered voters thereof to elect, or from any other cause, may be filled by the remaining members of said district from among the registered voters thereof. Upon petition therefor, signed by not less than a majority of the RTM members from the district, notice of any vacancy shall promptly be given by the Town Clerk to the remaining members from the district in which the vacancy exists.

c. The Town Clerk shall call a special meeting of such remaining members for the purpose of filling any vacancy. Such meeting may be separate or may coincide with a regular district meeting. The Town Clerk shall cause to be mailed to each such member, no later than five days before the time set for the meeting, a notice specifying the object, time, and place of the meeting. At such meeting, a majority of the members from such a district shall constitute a quorum. In the event that the vacancy(s) occur prior to the district organization meeting, the elected members shall elect from among their number a temporary chairman and a temporary clerk, whose right to vote at such meeting shall not be affected by their election to their respective offices.

d. The choice to fill any vacancy shall be by ballot, and a majority of the votes cast shall be required for the choice. The chairman and the clerk shall count the ballots and shall make a certificate of the choice and forthwith file the same with the Town Clerk, together with a written acceptance by the member(s) so chosen.

e. The person(s) so chosen shall thereupon be deemed elected and qualified as a RTM member(s), subject to the right of the RTM as a body to judge the election and qualification of member(s).

#### **C. ORIENTATION FOR NEW MEMBERS**

As soon as convenient after the general election of members and prior to the organization meeting of the RTM, a seminar, called by the Moderator, shall be held for all newly elected members of the RTM to provide information with respect to the RTM rules and procedures. At that seminar, the Moderator will distribute to each newly elected member, "Rules of the Representative Town Meeting", and its Appendix, "Town of Greenwich Articles of Charter", and any other materials deemed pertinent by the Moderator for distribution at that time. These materials will be distributed to newly elected members not in attendance at the seminar by district chairmen at their next scheduled meeting. Newly elected members shall be invited by district chairmen to attend district meetings and RTMs prior to taking office.

**D. PUBLIC MEETINGS**

All Representative Town Meetings shall be public. Subject to such conditions, rules, and regulations as may be determined from time to time by the members of the RTM, any registered voter of the Town who is not an RTM member may speak at any RTM, but shall not vote.

**III. ORGANIZATION AND PROCEDURES**

**A. ELECTION OF OFFICERS** 172(a)

1. **Moderator.** RTM members shall, at their organization meeting and in accordance with the procedure set forth below, elect from among their number a Moderator, who shall act as moderator of all RTMs and shall hold office for a term of two years and until a successor shall be elected and have qualified.

2. a. **Moderator Pro Tempore.** RTM members shall, at their organization meeting and in accordance with the procedure set forth below, elect from among their number a Moderator Pro Tempore who shall act as moderator pro tempore of all RTMs in the absence of the moderator and who shall hold office for a term of two years and until a successor shall be elected and shall have qualified.

b. In the absence of the moderator and the moderator pro tempore, members shall elect from among their number a Moderator Pro Tempore to preside at that meeting, in accordance with the procedure for election of a moderator set forth in the following paragraph.

3. **Voting procedure.** The Town Clerk or Assistant Town Clerk shall act as temporary chairman of the RTM until a Moderator is elected. Nominations for the office of moderator shall be made from the floor and seconded. Voting shall be by written ballot. The Moderator shall be elected by a majority of members present and voting. In the event that no candidate receives a majority of votes, the candidate with the least votes shall be eliminated and additional ballots taken as a run-off among the remaining candidates until one candidate receives a majority of votes. After a Moderator has been elected, a Moderator Pro Tempore shall be elected under the same procedure.

**B. TOWN CLERK** 172(b), 173 (a)

1. **Clerk of meeting.** The Town Clerk or the Assistant Town Clerk shall act as clerk of all RTMs and, in the absence of both, a clerk pro tempore of the meeting shall be elected by the meeting.

**2. Receipt of Documents.** All application, petitions, resolutions and recommendations for action addressed to the RTM shall be delivered in writing to the Town Clerk, as clerk of the RTM, together with explanatory data and memoranda relating thereto, drafts of such proposed resolutions, and copies of relevant documents relating to such applications, petitions, resolutions, and recommendations. Upon receipt of the foregoing, the Town Clerk, as clerk of the RTM, shall immediately notify the Moderator and the Moderator Pro Tempore of the receipt thereof. The Moderator Pro Tempore shall review all explanatory memoranda submitted with all items on the call and shall endeavor to have additional information included from the proposer with the explanatory memoranda where appropriate.

**3. Referral of Items to Standing Committees.** The Moderator shall direct the Town Clerk, as clerk of the RTM, to refer all items on the call of the meeting to the proper standing committee(s). The Town Clerk shall deliver or mail to the chairmen, vice chairmen, or secretary of such RTM committee(s) as may be designated by the Moderator the application or recommendation, explanatory memoranda, accompanying draft of resolution, and copies of documents delivered to the Town Clerk by the officer or official board or party recommending the action.

**4. Notice of Meetings.** The Town Clerk, as clerk of the RTM, shall mail to all RTM members the notice of meetings at least two weeks before each meeting, unless the Moderator shall otherwise direct, together with the explanatory memoranda of the officers or boards or parties recommending the actions described in the call, together also with advice as to the committee(s) to which each item in the call has been assigned, as hereinafter provided, and the time and place at which each committee and each district delegation, respectively, will meet to discuss the item. Notice of each RTM shall be published in a newspaper having a general circulation in the Town, and shall specify the object for which the meeting is to be held.

**5. Distribution of Minutes.** After each meeting the Town Clerk, as clerk of the RTM, shall mail to each RTM member a copy of the unapproved minutes.



**C. MEETING DATES**

**1. Organization Meeting.** The organization meeting of RTM members shall be held on the third Tuesday of January in even numbered years.

**2. Regular Meetings.**

**a. Regular meetings shall be held according to the following schedule:**

|                  |                              |
|------------------|------------------------------|
| <b>January</b>   | <b>Tuesday after MLK Day</b> |
| <b>March</b>     | <b>Second Monday</b>         |
| <b>April</b>     | <b>Second Monday</b>         |
| <b>May</b>       | <b>Second Monday</b>         |
| <b>June</b>      | <b>Second Monday</b>         |
| <b>September</b> | <b>Third Monday</b>          |
| <b>October</b>   | <b>Fourth Monday</b>         |
| <b>December</b>  | <b>Second Monday</b>         |

Notwithstanding the schedule described above, if the September meeting date falls on either the day before or the day of a holiday for which the Greenwich Public Schools are closed, the September meeting will be scheduled on the next available date.

**b. Any regular meeting, unless otherwise required by law, may be canceled upon direction of the Moderator, and thereupon the Town Clerk shall immediately mail written notice thereof to all RTM members. (Revised 10/28/13)**

**3. Special Meetings.**

**a. Special meetings shall be called as provided by law.**

**b. The Moderator may call a meeting of the members at any time. The Moderator, or, if absent or unable to do so, the Town Clerk, shall call such meeting upon the request of the First Selectman, or the Chairman of the Board of Estimate and Taxation, or upon the application of twenty registered voters of the Town to be held within sixty days after receiving such request or application.**

**D. MEETING LOCATION**

**1. Regular Meeting Place.** Meetings shall be held in the Moderator's Hall of the Greenwich Central Middle School or such alternate location within the Town as the Moderator shall designate. (Eff. Jan. 1996)

**2. All meetings of RTM committees and subcommittees shall be held in public buildings or places; meetings shall not be held in a private residence or other place not open to the public.**

**E. SEATING**

**1. Members and Ex Officio Members**

**a. The first row of seats in the auditorium shall be reserved for ex officio members and town officials.**

**b. At all RTMs, seats shall be assigned by the Town Clerk for all members by district, and the seats assigned to each district shall be clearly designated. During the transaction of business of the meetings, the seats designated shall be occupied only by members.**

**2. General Public. Seats available for the general public shall be located outside the area designated for members.**

**F. QUORUM**

**173(b)**

**One third of the members shall constitute a quorum for doing business.**

**G. MAKING STANDING COMMITTEE REPORTS**

**The report of a standing committee on any item referred to it shall state its recommendation, the vote thereon in committee, the districts not represented at the committee meeting, and any facts which in the opinion of the committee should be considered by the RTM.**

**H. APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES**

**1. On Nomination by Board of Selectmen or RTM. Nominations by the selectmen shall be transmitted to the Town Clerk. The Town Clerk shall notify in writing the chairman, or, if absent, the vice chairman, and the secretary of the Appointments**

**Committee of the selectmen's nominations and of any RTM committee vacancies which the RTM is required to fill on its own motion. Within fourteen days after such notification, the Appointments Committee shall file with the Town Clerk (a) a report of its actions taken on the nominations by the Selectmen and (b) its nominations of candidates to be appointed by the RTM on its own motion, and a report with respect to such nominees. In the event of the necessity for filling a mid-term vacancy, the fourteen day period may be reduced upon direction of the Moderator.**

**Upon completion of the Call of the RTM, the Town Clerk shall immediately notify each nominee, in writing, of any standing committee(s) to which the nomination has been referred, and shall instruct the nominee to contact the chairman of such committee(s); the Town Clerk shall simultaneously notify said committee chairman of the referral(s).**

**2. By Petition.** Other nominations for appointments on motion of the RTM may be made by a written statement signed by at least ten members of the RTM and presented to the Town Clerk at least seven business days before the meeting at which the nominations are to be acted upon. The Town Clerk shall mail a copy of such statement as soon as possible to all RTM members.

**3. Published notice.** Except as provided in these rules, appointments of members to commissions who are required by law to be appointed by the RTM on its own motion or on nomination of the Board of Selectman shall not be made at the same meeting at which the nominations are received, unless the names of the nominees have been previously transmitted in writing to the Town Clerk and included in the published notice of such meeting.

**4. On Nomination From the Floor.** Nothing contained in Subsections 1, 2 and 3 shall prevent the Selectmen or members from making other nominations from the floor. Such nomination shall postpone action on the appointment until the next RTM.

## **I. PROCEDURE AT MEETINGS**

**1. Recognition.** An RTM member having obtained recognition by the Moderator unless recognized by name, shall immediately state name and district.

**2. Point of Order.**

**a.** A member may rise to a Point of Order by calling upon the Moderator for a ruling and enforcement of the Rules of the RTM if the member thinks there has been a violation of the Rules, an omission, a mistake, or a procedural error.

**b.** Before any action is taken on any item added to the Call of the meeting too late to be considered by the appropriate standing committees and district delegation meetings, consideration thereof may be objected to as a Point of Order by any member. Unless the objection is overruled by a majority of members present, the item shall be postponed to the next meeting.

**3. Point of Information.**

**a.** A member may rise to a Point of Information by directing a request to the Moderator, or through the Moderator to a town officer or another RTM member, for any relevant information.

**b.** When any member shall state a clear and substantial question of law as to an item of business before the meeting and shall request opinion of counsel thereon, the request shall have preference as a Point of Information and shall be referred immediately to the Town Attorney, if present.

**(1) If the Town Attorney is not present or shall decline to give an immediate opinion, or if, after an opinion is given, any member shall appeal therefrom, the question may, by majority vote of those present, be referred to the Legislative and Rules Committee for further study and conference with the Town Attorney and a report at the next regular meeting.**

**(2) The motion for such referral such shall take precedence over all other business except motions to recess or to adjourn or to fix a time to adjourn.**

#### **4. Voting Procedure**

**a. Voting on all substantive questions shall be subject to the requirements of the Freedom of Information Act of the State of Connecticut. Voting on questions of a non-substantive or parliamentary procedural nature may be by voice vote, standing vote, or show of hands at the discretion of the Moderator, unless the body shall appeal the ruling. On motion for a record vote supported by one-fourth of the members present, a record vote shall be taken.**

**b. Where required by the Freedom of Information Act or upon motion duly adopted, as directed by the Moderator, a record vote by the members present at the time the Moderator calls for the vote shall be taken by the district chairmen on a voting record card properly identified as to the subject being voted upon. The vote shall be taken in the following manners:**

**The district chairman shall not begin to record the vote until after the Moderator has called for the vote. The district chairman shall first strike from the voting card the names of members not present. The chairman shall then circulate the voting card among the members of the delegation to personally record their own votes. The chairman may also designate the district vice chairman or secretary to assist with passing the voting card through the district's seating area to ensure that the voting card is circulating in a timely manner.**

**c. Upon the completion of the vote, the district chairmen shall deliver the record vote to the Town Clerk.**

**d. The Town Clerk shall total the votes of the districts and report the results of the count to the Moderator, who shall report the count to the meeting. The Town Clerk shall record in the minutes of the meeting the results of the count. The voting record cards shall be retained by the Town Clerk as part of the minutes of the RTM.**

**e. Voting by proxy shall not be permitted.**

## **5. Time Limit For Submitting Vote In Remote RTM Meeting**

When the RTM is required to meet remotely, one member of each district shall serve as the "tabulator" of the votes of each district. Members shall have a period of 5 minutes measured from the time the Moderator calls for a record vote to get their vote to the district tabulator. The tabulator shall mark the district voting card accordingly, and forward it to the Assistant Town Clerk for counting. After the 5 minute period has expired, the tabulator shall close the voting for the district and forward the district voting card to the Assistant Town Clerk even if all of the votes of members present have not been received.

## **6. Consent Calendar**

There shall be a Consent Calendar on which shall be entered such resolutions as the Moderator, or in his absence the Moderator Pro Tempore, upon the suggestions of the Committee Chairpersons and District Chairpersons, shall designate, which shall be proposed to the RTM by the Moderator in the form of a Motion to Move to the Consent Calendar. All resolutions designated for action on the Consent Calendar shall be passed on motion without discussion unless, at any time prior to the motion for passage, a duly seconded motion of an RTM Member requests removal of a resolution from the Consent Calendar. In that event, the movant shall have three (3) minutes to address the RTM to show cause why there should be a removal, which time may be extended, in the Moderator's discretion. The Moderator shall then call for a standing vote, and if at least twenty (20) Members vote in favor of removal, then such resolution shall be so removed and placed on the regular call. (Eff. 1/1/04; revised 12/13/04)

## **7. Second Reading**

A "Second Reading" Procedure shall apply for any resolution that:

- Revises the Charter; or
- Enacts or revises an ordinance; or
- Revises the Rules of the Representative Town Meeting; or
- Appears on the Call by way of a petition properly submitted.  
(all of the above are hereinafter "The Proposed Resolution").

The Proposed Resolution shall be voted upon by the Representative Town Meeting only when it has been subject to the following procedure:

- a. The Proposed Resolution, upon presentation to the Town Clerk, will be placed on the Call for the next Representative Town Meeting and referred to the appropriate committee(s) for review, revisions, and/or committee voting.
- b. The Proposed Resolution shall then be presented at that initial Representative Town Meeting, and committee reports shall be given. Discussion on the item will be appropriate. Motions to amend The Proposed Resolution may be voted upon at that meeting.
- c. The Moderator will then place the item on the Call of the next regularly scheduled Representative Town Meeting.

- d. **The Proposed Resolution, having been placed on the Call for the next regularly scheduled (subsequent) Representative Town Meeting, shall be referred to the appropriate committees for a “second” reading, revisions and/or committee voting.**
- e. **The Proposed Resolution may then be considered, committee reports delivered, discussed, amended as desired and voted upon at that subsequent Representative Town Meeting.**
- f. **Following standard voting procedure, The Proposed Resolution may be voted upon without a second reading if such motion is made and duly seconded to suspend this rule and move to vote in the initial meeting when presented. (Eff. 12/9/2019)**

**J. AMENDMENTS TO RULES**

**Rules of the RTM may be amended on motion at any duly called and held RTM by a majority of the members present, provided that notice of the proposed amendment shall have been included in the Call of the meeting.**

**K. ABSENCE OF SPECIFIC RULES**

**In all cases not covered by the Rules of the Representative Town Meeting, the current edition of “Robert’s Rules of Order Newly Revised”, shall govern.**

**L. ATTENDANCE RECORD**

**A record of attendance of the members at RTM shall be kept by the Town Clerk, and the names of members absent from any meeting shall be recorded with the minutes of the meeting. A copy of the record of attendance shall be furnished by the Town Clerk to any interested person who requests a copy.**

**M. TOWN HALL BULLETIN BOARD**

**The RTM will maintain an official bulletin board in the main entrance of Town Hall where notices of its activities, schedules, meetings of committees, lists of members, minutes and similar items are to be posted for public awareness. This public information board will be maintained by the Moderator Pro Tempore under the supervision of the Moderator.**

## **IV. DISTRICT DELEGATIONS**

### **A. ORGANIZATION MEETING**

1. **Election of Officers.** At the conclusion of the Regular December district meeting following the general election of members, those elected from each district for the following term shall meet and organize as a district delegation by electing from their number a chairman, a vice chairman, and a secretary. The Town Clerk shall have the responsibility to notify such elected members of the organization meeting. The preceding chairman, vice chairman, or senior member of the district delegation, in that order, shall act as temporary chairman of such meeting until a chairman is elected. The newly elected chairman shall promptly notify the Town Clerk of such elections.

2. **Rules for Voting.** All voting for such offices shall be by written ballot, and a majority of the district delegation shall constitute a quorum. A majority vote of members present shall be necessary for election.

### **B. REGULAR MEETING DATES**

At its organization meeting, each district delegation shall decide the place and the day of the week for its regular meeting in advance of RTMs. The secretary shall so notify the Town Clerk prior to publication of the next call.

### **C. ELECTION OF DELEGATES AND ALTERNATES TO COMMITTEES**

At its organization meeting, each district delegation shall designate from among its number, for each standing committee one delegate and one alternate. In the event that more than one member seeks appointment to any such committee, the choice shall be made by written ballot. The newly elected chairman shall promptly notify the Town Clerk of such designations.

### **D. RESPONSIBILITIES OF DISTRICT CHAIRMAN**

1. **Meeting Chairman.** The district chairman shall act as chairman of all district meetings.

2. **Representation at Standing Committee Meetings.** The district chairman shall have the responsibility of insuring district representation at standing committee meetings. A delegate who cannot attend shall promptly notify the district chairman who shall promptly notify the alternate delegate. If the alternate cannot attend, the district chairman shall designate a member of the district delegation to the standing committee meeting as a substitute alternate delegate to attend and vote at that meeting.

3. **At Representative Town Meetings.** The district Chairman shall record the attendance and supervise the voting of the district delegation at RTMs.

4. **Vacancies.** The district Chairman shall initiate a petition to the Town Clerk to call a special meeting for the filling of a vacancy in the district membership.

**E. RESPONSIBILITIES OF DISTRICT VICE CHAIRMAN**

In the absence or inability of the district chairman, the district vice chairman shall assume the responsibilities of the chairman. However, the vice chairman does not automatically succeed to the office of district chairman if that office becomes vacant.

If a district office becomes vacant for any reason, a district member shall be elected to fill that office by the district delegation at the next district meeting, and the Town Clerk so notified.

**F. ATTENDANCE**

A record of attendance at each meeting of the district delegation shall be kept by the chairman and shall be filed with the Town Clerk. Such records shall be public records and shall be maintained for one term after the term to which they apply. Appropriate rosters shall be furnished by the Town Clerk to the district chairman to facilitate reports.

**V. STANDING COMMITTEES**

**A. ORGANIZATION**

1. **Designation of Committees.** There shall be the following standing committees of the RTM: Appointments, Budget Overview; Education; Finance; Health and Human Services; Land Use; Legislative and Rules; Parks and Recreation; Public Works; Town Services; and Transportation.

2. **Composition.** All standing committees shall be composed of one delegate and one alternate from each RTM district.

3. **Election of Officers.** Not later than the regularly scheduled January committee meeting in even-numbered years, the delegates to each standing committee shall meet and elect from among their number by majority votes a chairman, a vice chairman and a secretary. Alternates shall not be eligible for the offices of chairman or vice chairman. The Town Clerk shall have the responsibility to notify the Delegates of the organization meeting. The preceding chairman, vice chairman, or the senior delegate on the committee, in that order, shall act as temporary chairman of such meeting until a chairman is elected.

All voting for such offices shall be by written ballot, and a majority of the standing Committee Delegates shall constitute a quorum for election of officers. The newly elected Chairman shall promptly notify the Town Clerk of such elections.



4. **Attendance of Delegates.** If a delegate does not attend a minimum of 50% of the meetings of the committee to which he or she has been designated within the first calendar year of each term, the delegate is ineligible to serve as a delegate to that committee the following year, and a successor shall be selected in accordance with these rules. No later than December 31 of the first calendar year of each term, the secretary of each committee shall report the names of each delegate failing to meet the minimum attendance requirement to the Town Clerk and to the appropriate district chairman. The eligibility of such a member can be reinstated by a majority vote of the district members.

## **B. MEETINGS**

1. **Regular and Special Meetings.** A standing committee shall meet on its regularly scheduled day in advance of the RTM to consider any matter referred to it, and may meet at other times and for other purposes upon the call of the chairman.

2. **Schedule of Regular Meetings.** The regularly scheduled meeting day for the various standing committees during the week preceding the RTM shall be as follows.

### **MONDAY**

Education  
Finance  
Land Use  
Legislative & Rules  
Public Works

### **TUESDAY**

Appointments  
Health and Human Services  
Parks and Recreation  
Town Services  
Transportation

3. **Voting.** The delegates shall cast record votes on all matters referred to their committee. Alternates shall be notified of all meetings of the committee and may attend and participate in its deliberation without vote, except when a committee delegate is absent and the appropriate alternate may vote instead. The recorded votes shall be filed with the Town Clerk. Such records shall be public records and shall be maintained for one term after the term to which they apply.

## **C. RESPONSIBILITIES OF COMMITTEE CHAIRMAN**

1. **Meeting Chairman.** The committee chairman shall act as chairman of all committee meetings.

2. **Meeting Agenda.** The items referred to the committee in the Call of the RTM constitute the preliminary agenda of a regular meeting. The chairman shall include the agenda in the call of any special committee meeting. In either a regular or special meeting, the committee may consider other matters by a two-thirds vote.

The chairman should arrange to have present at a regular meeting a representative of any item referred to the committee. If there is any indication of a contrary viewpoint, the chairman should search out and invite a spokesman of that position.

3. Reports. The chairman shall see that reports of attendance and votes are filed with the Town Clerk in a timely manner.

#### **D. RESPONSIBILITIES OF COMMITTEE VICE CHAIRMAN**

In the absence or inability of the committee chairman, the vice chairman shall assume the responsibilities of the chairman. However, the vice chairman does not automatically succeed to the office of committee chairman if that office becomes vacant. If an office in a standing committee becomes vacant it shall be filled by a majority vote of the committee, and the Town Clerk so notified in writing.

#### **E. REPORTS**

1. To Districts. Each district's delegate or alternate shall report, at the next subsequent meeting of the respective district delegation, the standing committee's vote and discussion on each item referred to it.

2. To RTM. The report of a standing committee to the RTM shall be made in accordance with Section III G. of these Rules.

#### **F. ATTENDANCE**

A record of attendance at each standing committee meeting of the individual delegates and alternates shall be kept by the chairman and shall be filed with the Town Clerk at the immediately following RTM. Such records shall be public records and shall be maintained for one term after the term to which they apply. Appropriate rosters shall be furnished by the Town Clerk to each chairman to facilitate reports.

#### **G. BUDGET PLANNING PROCESS**

Each Standing Committee, except for the Appointments Committee, is to review and help the RTM membership understand the coming fiscal year's budget request. Each Standing Committee Chair is to:

Provide guidance to Committee members on what departments are to be reviewed, contacts within those departments, what the budget is, the powers of the RTM and the process they will be asked to follow in order to report to the Standing Committee, as well as the RTM

Engage with appropriate department and budget leaders to understand the services provided, value derived and the associated cost drivers in their budget request, focusing on departmental needs, priorities, changes and deferrals Liaise with other Standing and Special Committees, as appropriate, to coordinate such review activities

Produce three reports to the RTM website consisting of updates on progress preparing for the budget, a mid-process update and a final report. The mid-process report should be prepared, distributed and uploaded to the RTM website on or before the release of the First Selectman's budget. The final report should be prepared, distributed and uploaded to the RTM website no later than the date of the April RTM meeting.

The Standing Committee Chair should then recommend their Committee members follow the schedule of suggested activities to aid in the development of their review and recommendations.

The Chair of each Standing Committee may, at their discretion, designate one or more members of their Standing Committee to drive and coordinate the preparation and review activities.

Additionally, each Standing Committee should periodically receive, review and discuss interim financial statements with the appropriate departments and budget leadership. Understanding the ‘current’ activities can help in the next years’ budget discussions.

**Guidance for the RTM Standing Committee Annual Budget Review**

The following guidance is offered to assist the Standing Committee Chairs:

Appropriate Committees can provide additional guidance regarding the form and content of the reports Standing Committees prepare as a result of their budget review.

The following timeline is intended to align with the “Timeline for the Budget Process” found on pages 38- 39 of the 2014-2016 BET Reference Book and should be adjusted by the Legislative and Rules Committee accordingly for any future revision thereof.

**September:**

1) As soon as possible after the previous fiscal year budget vote, and no later than the September RTM meeting, Standing Committees should establish or assign its members to budget sub-committees whose purpose is to monitor and report the Town budget proceedings involving their respective functional Town departments.

2) Standing Committee Chairs should

a) share the budget area assignments to the appropriate department / budget area leadership as well as posting on the RTM website prior to the October RTM meeting

b) post changes to budget sub-committee membership to the RTM website as may become necessary

c) provide an overview of the budget review process, insights about the departments to be reviewed as well as a model of the assessment to be conducted

d) set up meetings with the appropriate department and budget leadership to review their respective budget process for the upcoming fiscal year

e) provide periodic reports on the progress of the budget review as well as any planned upcoming meetings or discussions. Such reports should be posted on the RTM website as well as shared with the appropriate department and budget leadership

3) Standing Committees are encouraged to invite public input as early as possible in order to shape budget discussions.

**September – December:**

1) Public meetings may be arranged with representatives of the RTM, BET and First Selectman to discuss the BET Budget Guidelines and their approach and priorities to developing their proposed budget.

2) Assigned budget review members of the Standing Committees should meet with the appropriate department and budget leadership and report on key findings / departures.

**December through February:**

1) Each Standing Committee Chair, requests and distributes copies of available departmental budget requests along with supporting documentation on behalf of its

**budget Sub-Committees.**

2) **Standing Committee Chair prepares, distributes and uploads to the RTM website the mid-process report.**

3) **Budget sub-Committees monitor the development of the budget requests of their assigned departments and attend, to the extent possible, scheduled meeting between department heads and the Budget Committee of the BET. Budget sub-Committees should prepare and distribute a summary report on these meetings to their respective Standing Committees prior to the March RTM Committee meeting. The Standing Committee Chair should prepare overall conclusions and recommendations and post any such report on the RTM website.**

4) **Budget sub-committees, at their own discretion, conduct research into noteworthy line item requests and discuss these with department managers and share their findings with their respective Standing Committees.**

**Reports on these items reports are posted on the RTM website prior to the end of March.**

**February- Mid April:**

1) **Each Standing Committee which has identified reinstatements or reductions to the Recommended Budget should prepare a brief report with its findings and recommendations. Such report should be discussed with the appropriate department and budget leadership to clarify, to the extent possible. Consideration should be given to present such at public meetings prior to the BET voting on the budget.**

**April:**

1) **Standing Committees prepare their final reports on the budget.**

2) **Standing Committees submit their final budget conclusions and recommendations in a written report to the Town Clerk.**

3) **The Town Clerk will distribute written reports, together with the Proposed Budget, to the members of the RTM as part of the May meeting packet.**

**May:**

1) **At the RTM budget meeting, if a Standing Committee plans to offer a line item amendment, the Committee Chair shall offer a Standing Committee report in accordance with Rules of the RTM, Section III G., "Making Standing Committee Reports". (1/19/2016; Eff. Date 6/1/2016)**

## **VI. SPECIAL COMMITTEES**

### **A. LABOR CONTRACTS COMMITTEE**

1. **Function.** The Labor Contracts Committee shall examine and analyze each proposed labor contract which has been imposed by arbitration or tentatively approved by the Town or the Board of Education of the Town of Greenwich and a labor union. For those contracts negotiated by the First Selectman, its scope of review shall be limited by the Municipal Employee Relations Act. It shall advise the RTM as to the desirability of ratifying all labor contracts.

The Labor Contracts Committee will also review personnel policy and compensation practices including: fringe benefits such as vacation, sick days, life and medical insurance, pension contributions and benefits, performance evaluation,

incentive plans and awards, and employee classification plans.

2. **Composition.** The Labor Contracts Committee shall consist of seven delegates and two alternates, all of whom shall be members of the RTM and who shall be appointed by the RTM on nomination of the Appointments Committee for terms expiring at the end of the term of the RTM during which they are appointed, provided that the term of each delegate and alternate shall continue thereafter until a successor shall have been appointed, and further provided that said delegate or alternate continues to be a member.

3. **Election of officers.** A chairman and vice chairman shall be elected by the delegates of the Labor Contracts Committee from among their number as soon as convenient following their appointment. Alternates shall not be eligible to serve as officers. After appointment of the Labor Contracts Committee by the RTM, the Town Clerk shall notify the delegates and alternates of the organization meeting. The preceding chairman, vice chairman or the senior delegate on the committee in that order, shall act as temporary chairman of such meeting until a chairman is elected. All voting for such offices shall be by written ballot, and a majority of the committee delegates shall constitute a quorum. The newly elected chairman shall promptly notify the Town Clerk of such elections, and the Moderator shall announce the election of the committee chairman at the next meeting.

4. **Meetings.** The chairman shall convene a meeting of the committee when notified by the Town's negotiating party that a contract has been tentatively reached by both parties. The chairman shall notify the Town Clerk of this meeting in order that it may be posted on the Town Hall bulletin board as a public meeting. Only delegates may vote, except that an alternate may vote in the absence of a delegate. The chairman may convene the committee to meet in executive session for discussion of a proposed contract, but no votes shall be cast at such meeting.

5. **Reports.** The chairman shall report to the RTM the committee's vote on the proposed contract, along with an analysis of its salient features and the reasoning of the committee. The chairman shall also promptly report to the Town Clerk the committee's vote on all actions. In turn, the Town Clerk will notify each district chairman of the vote.

6. **Minutes.** The minutes of each public meeting of the committee, in the form of the recorded votes of the delegates, shall be kept by the chairman and shall be filed with the Town Clerk. Such records shall be public records and shall be maintained for one term after the term to which they apply.

## **B. CLAIMS COMMITTEE**

1. **Powers.** The power of the RTM to approve appropriation of the Board of Estimate and Taxation for the payment, compromise, or settlement upon recommendation of the Town Attorney of any claim against the town is delegated to a committee of the RTM to be known as the Claims Committee.

## **2. Organization.**

**a. Membership.** The Claims Committee shall consist of ten members of the RTM, including the Moderator.

**b. Nomination.** Nomination of delegates to the Claims Committee to be appointed by the RTM shall be made in accordance with the procedures provided by Section III H 1 of these Rules for the nomination and appointment of members of Town boards and commissions by the RTM on its own motion.

**c. Appointment.** The RTM shall appoint nine Delegates to the Claims Committee for terms expiring at the end of the term of the RTM during which they are appointed, provided that the term of each delegate shall continue thereafter until a successor shall have been appointed, and further provided that said delegate continues to be a member of the RTM. Any vacancy shall be filled for the unexpired portion of the term by appointment by the RTM. (Eff. 3/11/1996)

**d. Officers.** The Moderator of the RTM shall be the chairman of the Claims Committee. At the first meeting of the committee following its appointment, the committee shall elect one of its delegates other than the Moderator as vice chairman and one other as clerk. In the absence of the chairman of the committee, the vice chairman shall have the same powers as the chairman.

**3. Emergency Subcommittee.** The chairman of the Claims Committee shall appoint a subcommittee consisting of three members thereof, two of whom shall constitute a quorum, who shall be authorized and empowered to approve such appropriations when in said subcommittee's judgment an emergency exists and prejudice might result from delay. Such approval shall constitute the action of the full committee.

The subcommittee shall elect a chairman and a vice chairman, and the chairman (or, if absent, the vice chairman) shall be authorized to call meetings with reasonable notice to all members. The chairman, or if absent the vice chairman, shall keep a record of all actions taken at meetings of the Emergency subcommittee.

## **4. Meetings**

**a. Call and Notice.** The chairman may call meetings and, upon request of the Town Attorney, shall call meetings of the Claims Committee. In each instance reasonable personal notice shall be given to the delegates thereof, or written or printed notice sent to the residence of each, or mailed to each by the clerk of the Claims Committee at least eight days before the time of such meeting.

**b. Quorum.** Six delegates of the Claims Committee shall constitute a quorum for the transaction of business, but a lesser number may adjourn to a later date. No action of the Claims Committee shall be taken except upon the affirmative vote of at least six delegates thereof, except as provided in Section VI B. 3 above.

c. **Record.** The clerk shall keep a record of all actions taken at meetings of the Claims Committee. Such records shall be attested by the signatures of the chairman and the clerk, and shall be filed with and recorded by the Town Clerk.

## **5. Alternate Members**

a. In addition to the ten (10) delegates of the Claims Committee, the Committee shall also include two (2) alternate members to serve as delegates. They shall be nominated and appointed by the RTM in the same manner as delegates of the Claims Committee.

b. The alternate delegates, when seated on the Committee, shall have all of the same powers as delegates of said Committee, except they shall not be eligible to serve as Officers.

c. Alternate delegates shall be appointed for terms expiring at the end of the term of the RTM during which they are appointed, provided the term of each alternate delegate shall continue thereafter until a successor shall have been appointed, and further provided that said alternate delegate continues to be a member of the RTM. Vacancies in the alternate membership of the Claims Committee shall be filled for the unexpired portion of a term in the same manner as delegates.

d. If a delegate of the Claims Committee is absent or is disqualified, the Chairman of the Claims Committee shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate delegate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting. (Revised 6/9/14)

## **C. OTHER SPECIAL COMMITTEES**

1. **By Moderator's Appointment.** The Moderator shall appoint such other special committees of members as may be necessary and may designate the chairmen thereof.

2. **By Resolution.** The RTM may, upon motion duly made and seconded, appoint such special committees of members as it deems necessary, and may designate the chairmen thereof.

3. Any subcommittee formed to study a proposed ordinance shall be comprised of a minimum of five RTM members.

## **D. APPOINTMENT TO HARBOR MANAGEMENT COMMISSION**

1. The Representative Town Meeting shall appoint from its membership one Ex-Officio member to the Harbor Management Commission as soon as possible and in January of every even numbered year thereafter as per §7A-1 of the Town Code of Ordinances. Such member shall be appointed by the Representative Town Meeting on nomination either by the Appointments Committee, or from the RTM floor, or by petition

**in accordance with section III.H.2 of the RTM Rules, for a term expiring December 31 of each odd-numbered year provided, that the term of the member shall continue thereafter until a successor shall have been appointed, and further provided that said member continues to be a member of the RTM.**

**2. In addition to such member's duties as an Ex-Officio member of the Harbor Management Commission, such member shall also:**

**a. Report to the Representative Town Meeting the Harbor Management Commission's activities as delineated by Section 7A-1 through 7A-8 of the Town Code of Ordinances, as well as any salient reasoning of the Commission.**

**b. Post said reports to the Representative Town Meeting website prior to the next Representative Town Meeting. (Eff. 6/8/2015)**



**APPENDIX**  
**to**  
**RULES**  
**of the**  
**REPRESENTATIVE TOWN MEETING**

**This Appendix was developed by the Rules Committee to offer useful information to the RTM. The Appendix is not intended to contain the mandatory authority of the RTM Rules, but rather is intended to serve as a reference in which is set forth data bearing on the major functions of the Town’s legislative body. It is a general compilation of activities or relationships in which committees or members might have an interest and which may be updated occasionally without need for formal RTM adoption.**

**APPENDIX TO RULES  
OF THE  
REPRESENTATIVE TOWN MEETING**

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## **APPENDIX A**

### **POWERS AND FUNCTIONS OF THE RTM**

As set forth in the Charter of the Town of Greenwich, the RTM has all of the residual powers of the town itself, excluding only those otherwise delegated by law. Its actions in a properly constituted meeting of its members have the same force and effect as if such action had been taken in a Town Meeting open to all voters of the town.

In conformity with democratic principles, it may take action by appropriate majority vote, and is limited by constitutional safeguards protecting the rights of individuals.

More specifically, the powers and functions of the RTM extend into the following three basic areas:

#### **1. Fiscal**

As the Town's legislative body, the RTM has the final voice in the spending and allocation of tax dollars. It exercises this power in voting on (a) the proposed budget at its May meeting and (b) supplemental interim appropriations at any other meeting. Inasmuch as the May meeting is also a public hearing, individual citizens may express their views, but not vote.

The approved budget constitutes an appropriation of funds for the ensuing fiscal year (July 1 to June 30).

The RTM's power over the budget is limited to reducing or eliminating specific budget items, either expense or capital. It may not increase or initiate any item of the budget. See special limitations as to Educational budget reductions, Appendix H, third paragraph, page 28.

The RTM also has the final approval of the incurring of any bonded indebtedness.

#### **2. Operational**

- a. To enact ordinances, except in matters of parking and traffic.
- b. To approve acceptance of federal or state grants and private gifts.
- c. To ratify labor contracts, including any provisions therein which are in conflict with The Charter.
- d. To take final action on municipal improvements if an action of the Planning and Zoning Commission has been challenged or if that Commission has failed to act on such a matter.

- e. To approve changes in (a) plans of development and (b) land use maps, as presented by the Planning and Zoning Commission.
- f. To act upon resolutions initiated by petition of at least twenty registered voters.
- g. To approve the purchase, sale, or lease of town property.
- h. To act upon significant contracts.

3. **Organizational**

a. **Town Government Organization**

- 1) To appoint members of boards, commissions, and agencies (see Appendix E page 23).
- 2) To approve creation of new boards and commissions.

b. **Town Government Operations**

- 1) To review the operations of other branches of town government, through either Standing or Special Committees.
- 2) To study important issues affecting other branches of town government through either Standing or Special Committees.
- 3) To approve amendments to The Charter, pursuant to Home Rule, along with the Board of Selectmen.
- 4) To establish or change the boundaries of election districts for the RTM and Town officers.
- 5) To establish its own organizational structure and parliamentary procedures, elect its own officers, staff its committees, and govern itself.

c. **Sense of the Meeting Resolutions**

To approve or reject Sense of the Meeting Resolutions initiated by its members or committees or by petition of registered voters. This is a procedure for formally expressing a concern or a collective viewpoint on one or more issues of local, state or national importance. Although not binding upon those to whom it is addressed, it is generally regarded as a statement of public opinion.

## **APPENDIX B**

### **DESCRIPTIONS OF STANDING COMMITTEES**

The following summaries of RTM standing committee functions provide an outline of each committee's primary function and areas of jurisdiction, but is not intended to limit or restrict in any manner the rights and activities of those committees.

#### **A. APPOINTMENTS COMMITTEE**

##### **Operational Responsibility:**

- \* Interviews and evaluates all candidates for town boards, commissions, agencies, Special Committees, and similar positions.
- \* May recruit, evaluate and propose candidates for Boards, commissions, and agencies when Board of Selectmen fails to submit nominations within three months of the expiration of a term of office or the incidence of a vacancy.
- \* Proposes nominees for the Claims Committee, Labor Contracts Committee, Condemnation Commission, and the Flood and Erosion Control Board.
- \* Reviews any organizational changes or reporting relationships in town government.

##### **Overlapping Responsibility:**

With any appropriate functional committee that confers with respect to a nomination to a board, agency or commission within its area of responsibility.

#### **B. BUDGET OVERVIEW COMMITTEE**

##### **Operational Responsibility:**

- \* Shall act in advisory capacity to the RTM and its committees with respect to the budget.
- \* Reports on the development of the budget for the coming year, giving reports at strategic points in the budgetary process, suggesting guidelines, and making recommendations so that the RTM is well prepared, before the May budget meeting, to make decisions regarding specific expenditures.
- \* Coordinates the analysis of the budget for the coming year with the budget sub-committees of each of the other standing committees.
- \* Studies and reports to the RTM, in a timely manner for district and other standing committee consideration, any potential improvements in departmental organization or methods of operation, working cooperatively whenever possible with town departments and the Board of Estimate and Taxation.
- \* Identifies specific areas of the budget upon which to concentrate its

analysis, coordinating with other standing committees to avoid duplication of effort on matters chosen for review.

- \* **Monitors implementation of important elements in the current year's budget including existing programs, new programs, capital improvements and labor settlements and reports periodically to the RTM on their budgetary impact.**
- \* **Works with members of the BET to jointly develop acceptable budgetary targets annually.**

**C. EDUCATION COMMITTEE**

**Operational Responsibility:**

- \* **Reviews operations of the educational system.**
- \* **Reviews operations of the libraries and museum.**

**Budgetary Responsibility:**

- \* **Reviews appropriations and budgets for:**
  - **Greenwich public school system**
  - **Greenwich Library System**
  - **Perrot Memorial Library**
  - **Bruce Museum**
  - **Revolving funds**
  - **Long range capital development programs within the educational system**
  - **Any expenditure or changes necessitated by new mandates**

**Overlapping Responsibility:**

- \* **For financial items over \$50,000: with the Finance Committee:**

**D. FINANCE COMMITTEE**

**Capital Budget Responsibilities:**

- \* **Attend BET and First Selectman capital budget meetings.**
- \* **Review proposed capital expenditures with a focus on benefits, scope, budget impact and timetable.**
- \* **Review the Town's long-range capital plan annually and report on its impact on the tax levy, financing needs and financial position of the Town.**
- \* **Provide periodic updates to the RTM on the status of all open capital projects with a focus on progress, changes in scope and risks.**
- \* **Review proposed changes in the Town's Debt and General Balance policies.**

**Operational Responsibilities:**

- \* **Review all matters associated with the operations of the following Town departments: Assessor, Finance and Tax Collector.**

- \* Review all proposed leases or rental agreements with terms more than two years and annual payments more than \$40,000.
- \* Review all interim appropriations.
- \* Review all gifts over \$50,000.
- \* Interview and evaluate all candidates for the Labor Contracts Committee.

**Operating Budget Responsibilities:**

- \* Review the budgets for the following Town departments: Assessor, Finance and Tax Collector.
- \* Review all budget items over \$50,000 with the appropriate functional committees.
- \* Review any budget line items the Committee elects to take up.
- \* Review the performance, assumed rate of return and funded status of the Town's pension funds.
- \* Review the adequacy of all Town fund balances.

**E. HEALTH AND HUMAN SERVICES COMMITTEE**

**Operational Responsibility:**

- \* Reviews areas relating to protection of the health and welfare of residents and environment of the Town, including:
  - availability of public health programs and social services
  - enforcement of health statutes and codes and ordinances
  - maintenance of environmental programs covering air and water quality as it relates to public health.
- \* Reviews general effectiveness, efficiency and operations of The Nathaniel Witherell.
- \* Reviews general effectiveness, efficiency and operations of the Greenwich Emergency Medical Service.
- \* Reviews affordable housing matters relating to health and human services.
- \* Reviews operations of all departments and agencies within town government providing services to town residents in the areas of financial assistance, social services, housing or health care and disease prevention.
- \* Studies the general effectiveness, efficiency and operations of Social Services, Health Department, Commission on Aging, The Nathaniel Witherell, Greenwich Emergency Medical Services and their respective boards.

**Budgetary Responsibility:**

- \*Reviews all appropriations and budgets for:
  - Department of Health and Department of Social Services, including all programs, divisions and personnel.
  - The Nathaniel Witherell

(Health and Human Services, Con't.)

- Greenwich Emergency Medical Service
- Greenwich Community Development Program Funds
- Commission on Aging

**Overlapping Responsibility:**

- \* For financial items over \$50,000: with the Finance Committee;
- \* For programs within the purview of Health and Human Services at Town Civic Centers: with the Parks and Recreation Committee. (Effective 5/1/2014; revised 3/8/2010)

**F. LAND USE COMMITTEE**

**Operational Responsibility:**

- \* Reviews all matters concerning land use and planning and zoning submitted for RTM approval.
- \* Reviews operations of Planning & Zoning Commission and the Planning & Zoning Board of Appeals.
- \* Reviews operations of Inland Wetlands and Watercourses Agency.
- \* Reviews operations of the Harbor Management Commission
- \* Reviews all items of municipal improvement status.
- \* Reviews purchases, sales or leases of town real property.
- \* Reviews any updates of the town's "Plan of Development" and annual amendments.
- \* Reviews all grants of easements.
- \* Reviews all matters regarding condemnation and condemnation awards.
- \* Reviews all gifts of real property to the town.
- \* Studies and debates acceptance or abandonment of private roads by the town.
- \* Reviews demolition or renovation or any change in use of town-owned property.

**Budget Responsibilities:**

- \* Reviews all appropriations and budgets for:
  - Planning & Zoning Commission, and Planning & Zoning Board of Appeals.
  - Inland Wetlands and Watercourses Agency.
  - Conservation Commission.
  - Historic District Commission.
  - Architectural Review Board.
  - Condemnation Commission.
  - Flood and Erosion Control Board.
  - Harbor Management Commission.

**Overlapping Responsibility:**

- \* For financial items over \$50,000: with the Finance Committee.
- \* For operational and budgetary matters pertaining to the Harbor Management Commission with the Parks and Recreation Committee.



## **G. LEGISLATIVE AND RULES COMMITTEE**

### **Operational Responsibility:**

- \* Rules on the legal aspects of items on the RTM call.
- \* Reviews operations of the Law Department.
- \* Reviews Charter amendments and town ordinances, leases and other legal documents submitted to the RTM for approval.
- \* Examines RTM rules and procedures, with respect to the body as well as to its committees and districts.
- \* Considers any appeals from the decisions of the Town Attorney.
- \* Proposes revisions of the Rules of the RTM.
- \* Furnishes copies of RTM Rules, Appendices and Town Charter to RTM members.

### **Budgetary Responsibility:**

- \* Law Department
- \* Probate Court

### **Overlapping Responsibility:**

- \* For financial items over \$50,000: with the Finance Committee.

## **H. PARKS AND RECREATION COMMITTEE**

### **Operational Responsibility:**

- \* Reviews operations of department concerned with parks, recreation, and marine facilities.
- \* Reviews operations of the Harbor Management Commission.

### **Budgetary Responsibility:**

- \* Parks and Recreation Department, including all programs, divisions and personnel.
- \* Griffith E. Harris Golf Course Revolving Fund.
- \* Harbor Management Commission.

### **Overlapping Responsibilities:**

- \* For financial items over \$50,000: with the Finance Committee.
- \* For the Senior Center and youth programs at Town civic centers: with the Health and Human Services Committee.
- \* For operational and budgetary matters pertaining to the Harbor Management Commission with the Land Use Committee.

## **I. PUBLIC WORKS COMMITTEE**

### **Operational Responsibility:**

- \* Reviews operations of all branches of town government relating to public works and recycling.
- \* Reviews the planning, construction, modification, maintenance, renovation of Town buildings and highways.

**Budgetary Responsibility:**

- \* **Reviews all appropriations and budgets for:**
  - **Public Works Department including all programs, divisions and personnel.**
  - **Sewer Improvement and Maintenance Fund**

**Overlapping Responsibility:**

- \* **For financial items over \$50,000: with the Finance Committee.**

**J. TOWN SERVICES COMMITTEE**

**Operational Responsibility:**

- \* **Reviews operations of departments concerned with public safety.**
- \* **Reviews operations of Purchasing and Administrative Department.**
- \* **Reviews communications matters: data processing, network services, information planning.**
- \* **Reviews risk reduction programs, such as training personnel in the safe and proper use of equipment, enforcing safety rules, and the contract obligations of Town vendors.**
- \* **Interviews and evaluates all candidates for Alarm Appeals Board and Board of Ethics.**
- \* **Reviews any organizational changes or reporting relationships in town government.**

**Budgetary Responsibility:**

- \* **Reviews all appropriations and budgets for:**
  - **Fire Department including all programs, division and personnel**
  - **Police Department including all programs, divisions and personnel**
  - **Purchasing Department**
  - **Consumer Affairs Coordinator**
  - **Board of Ethics**
  - **Administrative Services Center**
  - **Representative Town Meeting**
  - **Office of First Selectman and Board of Selectmen**
  - **Town Clerk**
  - **Shellfish Commission**
  - **Alarms Appeal Board**
  - **General government areas not specifically covered by other RTM committees**

**Overlapping Responsibility:**

- \* **For financial items over \$50,000: with the Finance Committee.**

## **K. TRANSPORTATION COMMITTEE**

### **Operational Responsibility:**

- \* Reviews all transportation related matters submitted to the RTM.
- \* Reviews planning initiatives with respect to transportation, including regulations affecting existing facilities, including pedestrian rights of way and handicap accessibility, bicycle routes, local and mass transit (bus, rail, air, water), parking, and traffic control.
- \* Reviews transportation policies of DPW with respect to enhancement of transportation facilities, including traffic controls, streets and bridges, handicapped, pedestrian, bicycle and transit accommodations, as well as motor vehicle parking.
- \* Reviews Fleet Department policies and operations. Evaluates annually the Town's initiatives to reduce vehicle emissions and increase fuel efficiency.
- \* Reviews policies of the Board of Education with respect to transportation of students and staff.
- \* Evaluates policies of the Parking Services Department and DPW for maintenance and enhancement of existing parking facilities. Monitors the revenue and expenditures of the Parking Funds.
- \* Evaluates transportation goals and effectiveness of municipal funding for non-Town transportation agencies.
- \* Monitors on-going Regional and State transportation programs.
- \* Educates Transportation Committee and RTM members on transportation issues facing the Town.
- \*Based upon reviews and evaluations above, makes recommendations to the RTM.

### **Budgetary Responsibility:**

- \* Reviews all appropriations and budgets for:
  - Fleet Department, including all programs, divisions and personnel.
  - Parking Services Department, including partnerships with State.
  - Department of Public Works Highway and Traffic Division, including state and federal mandated spending.
  - Municipal contributions to Non-Town Agencies for transportation services.

### **Overlapping Responsibilities:**

- \* For financial items over \$50,000: with Finance Committee.
- \* For parking and parking structure items: with Public Works Committee.
- \*For clean fuel vehicle replacements and upgrades, and local transit maintenance: with Town Services Committee . (Effective 5/1/14; revised 4-12-2010)

## **APPENDIX C**

### **REFERENCES TO THE RTM IN THE CHARTER**

#### **ARTICLE 1. BOARD OF ESTIMATE AND TAXATION—FINANCE DEPARTMENT.**

**Sec. 17. Issue of bonds; Representative Town Meeting authorization.**

#### **ARTICLE 2. BUDGET, APPROPRIATIONS AND REQUISITIONS**

**Sec. 23. Submission to Representative Town Meeting.**

**Sec. 24. Failure of Board to act.**

**Sec. 25. Failure of Representative Town Meeting to act.**

**Sec. 26. Extension of time; State Tax Commissioner.**

**Sec. 30. Expenditures in excess of appropriations.**

#### **ARTICLE 3. ELECTIONS.**

**Sec. 38. Elective officers; terms.**

**Sec. 40. Nomination of candidates for Representative Town Meeting members; ballots.**

**Sec. 41. Election of Representative Town Meeting members.**

**Sec. 42. Voting.**

**Sec. 43. Voting Districts.**

#### **ARTICLE 4. FLOOD AND EROSION CONTROL BOARD.**

**Sec. 45. Flood and Erosion Control Board.**

**Sec. 49. Limitation on authority.**

#### **ARTICLE 5. HEALTH**

**Sec. 50. Health Department; Board of Health.**

**Sec. 57.1 Nathaniel Witherell Building Committee.**

**Sec. 58. Nursing home administration.**

**Sec. 62. Department of Social Services; Board of Social Services.**

#### **ARTICLE 6. HOME RULE.**

**Sec. 66. Mandatory referendum; approval.**

**Sec. 67. Home Rule Procedure.**

#### **ARTICLE 7. ORDINANCES.**

**Sec. 71. Authority to adopt ordinances.**

**Sec. 72. Notice by publication.**

**Sec. 73. Substituted notice.**

**ARTICLE 8. PARKS AND RECREATION.**

- Sec. 80. Board of Parks and Recreation**
- Sec. 81a. Bruce Museum.**

**ARTICLE 9. PLANNING AND ZONING.**

- Sec. 82. Definitions.**
- Sec. 84. Planning and Zoning Board of Appeals; organization.**
- Sec. 85. Commission membership.**
- Sec. 86. Alternative members; creation; term; vacancies.**
- Sec. 92. Plan of Development.**
- Sec. 96. Approval of Plan by Representative Town Meeting.**
- Sec. 97. Plan of Development; purpose.**
- Sec. 99. Municipal improvements; approval.**
- Sec. 100. Municipal improvements; referral to Representative Town Meeting.**
- Sec. 101. Subdivision of land; procedure; regulations.**

**ARTICLE 11. PUBLIC PARKING.**

- Sec. 125. Determination of allotments; notice; amounts.**
- Sec. 127. Appeal to Condemnation Commission.**
- Sec. 128. Acquisition of real property; procedure.**
- Sec. 141. Parking notes or bonds; issuance.**

**ARTICLE 12. PUBLIC WORKS.**

- Sec. 157. Condemnation Commission.**

**ARTICLE 13. REPRESENTATIVE TOWN MEETING.**

- Sec. 167. Representative Town Meeting; powers.**
- Sec. 168. Ex officio members.**
- Sec. 169. Members qualifications, removal.**
- Sec. 170. Tie votes for candidates; procedure.**
- Sec. 171. Resignations; vacancies.**
- Sec. 172. Organization of Representative Town Meeting.**
- Sec. 173. Meetings; procedures.**
- Sec. 174. Referendum; requirements.**
- Sec. 175. Referendum; appropriations.**

**ARTICLE 14. RETIREMENT SYSTEM.**

- Sec. 176. Definitions.**
- Sec. 177. Name and Date Operative.**
- Sec. 178. Eligibility for Membership in System.**
- Sec. 197. Retirement Board; Composition; Terms; Liability.**
- Sec. 207. Appropriations.**
- Sec. 208. Management of Funds; Rules and Regulations.**
- Sec. 212. Termination of System.**

**ARTICLE 15. SELECTMEN.**

- Sec. 219. Failure of Representative Town Meeting to appoint.**
- Sec. 224. Reports required.**

**ARTICLE 16. SEWERS**

- Sec. 244. Initiation of sewer construction.**
- Sec. 246. Appropriations for sewers and facilities; approval procedure.**
- Sec. 253. Issuance of notes and bonds.**
- Sec. 280. Special charges; rules.**
- Sec. 285. Existing laws and ordinances.**
- Sec. 286. Amendment relating to sewer taxes.**

**ARTICLE 17. TAXATION**

- Sec. 287. Power to levy taxes.**
- Sec. 288. Determination of tax rate; certification.**
- Sec. 289. Failure of Board to determine and levy taxes.**
- Sec. 290. Extension of time; State Tax Commissioner.**
- Sec. 291. Failure to fix tax rate.**

**ARTICLE 18. TOWN CLERK.**

- Sec. 301. Town Clerk, salary.**

**ARTICLE 19. MISCELLANEOUS.**

- Division 1. Officers of Boards and Commissions.**
- Sec. 306. Appointments of officers and members; vacancy.**

## **APPENDIX D**

### **D-1 RESPONSIBILITIES OF CHAIRMEN AND MEMBERS**

**A. District chairmen and committee chairmen must take full responsibility for the conduct, content and analyses of the meetings over which they preside.**

**B. Chairmen, as with the Moderator and Moderator Pro Tempore, should be required to know basic parliamentary rules and conduct meeting in accordance with those rules. Chairmen need to assure that attendance cards and vote records are submitted to the Town Clerk within 48 hours in compliance with the Freedom of Information Act. Committee chairmen should report the attendance of all RTM members at their meetings.**

**C. Individual members should be thoroughly prepared before committee or district meetings by having read and analyzed Call items prior to meetings. All RTM members are encouraged to attend committee, board and commission meetings even without a specific assignment.**

**D. The Moderator should brief all chairmen outlining the chairmens' responsibilities and expected performance. The Moderator should have at least one annual meeting with the Moderator Pro Tempore and the committee chairmen and a separate annual meeting with the Moderator Pro Tempore and the district chairmen.**

**E. Newly elected RTM members are expected to attend the Moderator's seminar for new members as outlined in the Rules of the RTM, Section II C., "Orientation for New Members". This information is essential to the understanding of individual responsibility as well as RTM procedure.**

## **D-2 RESPONSIBILITIES OF COMMITTEES**

**A. RTM committees are the most important bodies affecting the work agenda of the RTM Committee involvement is a serious responsibility to be filled by elected RTM members.**

**B. The standing committee meeting provides the forum for the most searching discussion and analysis of an item on the Call. Moreover, usually the minimal size of the committee permits an individual to ask questions and encourages dialogue without having strict enforcement of parliamentary procedures. There should be no restraint to thorough discussion of Call items in committee meetings.**

**C. The role of the committee is to thoroughly analyze the merits of a Call proposal, and not to provide automatic support or opposition to the Town department with which the item is primarily identified. Anyone, RTM member or otherwise, who may have an interest in the item for consideration, is strongly encouraged to participate in discussion on the item at scheduled committee meetings.**

**D. Committees should avoid considering a Call item if there has been no specific charge to that committee unless the item is of sufficient import to warrant such ancillary consideration. Committees are most effective when making sufficiently comprehensive reports relating to items specifically charged to its review to allow RTM members to make informed and objective decisions.**

**E. A Committee should maintain knowledge about the operation of Town departments within its purview, and from time to time discuss and evaluate long term plans of those departments.**

**F. To provide greater awareness of extraordinary issues, committees may appoint sub-committees to study such issues and report findings and recommendations to the committee. A sub-committee may not represent its committee or the RTM, and it should not make statements to the media.**

**G. During the process of reviewing a Call item presented to a committee, it has the power to recommend amendments, referrals or postponement, as may be necessary. Additionally, committees, as well as individuals, may introduce new items for a future Call.**

**H. When more than one committee intends to amend an item, the respective chairmen should confer and decide with the Moderator on the appropriate method to achieve the desired change with a minimum of delay and confusion.**

**I. Use may be made of joint committee meetings to facilitate and expedite sharing and analysis of information on items of concern. When appropriate, a joint item may be brought to the floor by direction of the joint committees.**



**J. Effective chairmanship includes the following responsibilities:**

- 1. To guide discussion to bring out all aspects of the item as far as possible.**
- 2. To encourage all viewpoints to be expressed, including those of any non-delegates or guests present.**
- 3. To report the committee's vote, attendance and item discussion, in condensed form.**

**K. In fulfillment of responsibilities, a committee chairman should invite a department spokesman or organization representative to schedules meeting to provide information and respond to any questions of the members. In the event that there is evidence of an opposed or contrary view, the chairman should insure that there is a qualified representative at the meeting to provide the contrary viewpoint. In all cases, the chairman must present a courteous and impartial attitude or, alternatively, relinquish the chair during presentation and discussion of the issue in point.**

**L. If any district is not represented at a committee meeting, the committee chairman and/or secretary should provide a synopsis of the meeting discussions and the voting result to the district chairman.**

**M. If the committee votes to offer a motion to the RTM, the chairman should so state during the report in question, and it is always good practice to forewarn the Moderator of the intended motion prior to the meeting. Any revisions in an item should be presented in the form of a motion to amend offered on behalf of the committee. If the committee's consensus is that an item should be referred to a committee, postponed or postponed indefinitely, the appropriate motion should be offered on behalf of the committee. All committee motions should be in written form, to be tendered to the Town Clerk after moved.**

**N. Standing Committee reports should be factual and concise. They should include:**

- \* the date of the meeting.**
- \* the number of districts represented.**
- \* report of vote**
- \* the names and titles of any guests present.**
- \* key points of committee concern.**
- \* questions remaining.**
- \* additional information requested.**
- \* recommended treatment.**

**If chairman has a personal view differing from that of committee decision, chairman should seek individual recognition at a later time and deliver the point. It is not fair to deliver a personal opinion together with committee report.**

### **D-3 RESPONSIBILITIES OF DISTRICTS**

- A. District chairmen should insist upon members' preparation at each meeting.**
- B. Alternates should make every effort to attend their assigned committee meetings even when the delegate is in attendance. Delegates should explain reasoning of committee members and basis for vote on an item, and invite comments from the alternate during district meeting reports.**
- C. All district members should be encouraged to attend other committee meetings and public meetings of other Town agencies and departments.**
- D. Unnecessary expense may be avoided if all RTM members will return the green 3-ring notebook and Charter copy to the district leader upon those members' departure from the RTM for use of the new member(s) joining the district delegation.**

#### **D-4 RECRUITING CANDIDATES FOR THE RTM**

**A. During an election year, the Moderator or RTM member(s) designated by the Moderator, shall host an information session for those interested in learning more about the role and function of the RTM as well as its election process.**

**B. Before July 1 of an election year, the District Chairman should poll all incumbents in their respective districts as to whether they plan to stand for re-election. If the resultant number is less than the district's apportionment, Chairman should take steps to enlist additional candidates to complete the district roster, preferably with an excess so there will be a contested election. The Chairman will notify these candidates of the information session.**

**C. The Chairman may wish to enlist the help of other district members in developing candidates. Suggestions might be obtained from PTAs, neighborhood associations, etc. Prospective candidates should be notified of the information session so they have a clear picture of the demands of the job (24 meetings a year including RTM, district, and committee). They must be registered voters (electors) in that district. The chairman may wish to review the names of prospective candidates with the other members before proceeding further.**

**D. Petitions must be circulated for the new candidates and filed with the Town Clerk by September 15<sup>th</sup>. This process can be simplified by listing all candidates on a single petition. 25 signatures are required of registered voters in that district. To guard against invalid signatures, it is recommended to acquire an additional five signatures. Circulating the petition may be done by any interested party. Incumbents who have attended at least two-thirds of all RTM's and two-thirds of all of their district meetings held during the current term of office, are automatically renominated, provided they so notify the Town Clerk by September 15<sup>th</sup>.**

**E. If appropriate, candidates should be advised by their distinct chairman that they are in a contested election and should electioneer.**

**F. If for any reason a sufficient number of candidates is not obtained by the deadline for petitions, strong efforts should be made to recruit desirable write-in candidates. The recruitment procedure would be the same as for petition candidates, but thereafter the procedure differs. No petition is circulated, but Connecticut law requires a candidacy to be registered with the Town Clerk in advance of the election. Appropriate forms may be obtained and filed with the Town Clerk.**

**G. If there should be fewer candidates for the RTM than the number of seats apportioned to a district, write-in votes can elect a person to the RTM. The volume of write-ins is generally small, so that a person might become a member of the RTM with practically no constituency. Write-in candidates should be urged to electioneer aggressively. They should not only ask people to vote; they may also wish to advise them how to vote for a write-in candidate and to write the candidate's exact name on the paper. Voter instruction is available at the polls, and a voter should not hesitate to ask for it.**

**H. Connecticut law (Public Act 05-235) requires all candidates to file appropriate form with the Town Clerk within ten days after becoming a candidate (as defined by Connecticut General Statutes 9-33a 10). Failure of a candidate to file within the ten day period will result in the assessment of a late filing fee of \$100 against the candidate. The Town Clerk is required by statute to send notice by certified mail to the candidate who does not file within the ten day filing deadline. If the candidate does not comply with the filing requirement within twenty-one days of the notice, the Town Clerk must refer the matter to the State Election's Enforcement Commission. (Eff. 10/1/2005)**

## **D-5 FILLING DISTRICT VACANCIES**

### **1. Obtaining Candidates**

**It is important that the public know of RTM vacancies, so that interested voters can run for office. It is desirable that there be more candidates than vacancies.**

**The suggested first step is for the Chairman to appoint a nominating committee of two members, one of whom might be the Vice Chairman. Notices should be put in newspapers and radio, saying whom to contact. A candidate who failed to be elected in the General Election is not necessarily entitled to fill a later vacancy.**

### **2. Interviewing Candidates**

**The nominating committee should inform the candidates of the time demands of the job. A discussion of the various committees will help candidates to understand the work of the RTM and at the same time disclose the extent of their interest in being contributing members.**

**Candidates should be prepared to make brief statements at the district meeting as to why and where they wish to serve.**

### **3. The Election**

**The special district meeting (RTM Rules, II.B. 4. c) may be held immediately prior to the next regular district meeting. No special election may be held until the Town Clerk has called a special district meeting for the purpose.**

**All candidates should attend that meeting and make their electioneering appeals.**

**Following the election, the delegation may consider a review of committee assignments, rather than giving the new member the post held by the predecessor.**

## **D-6 COMMUNICATIONS AND RELATIONSHIPS WITH CONSTITUENTS**

- A. Shortly after the district Organizational Meeting, the Chairman may consider ways to inform district residents of the composition of the RTM district organization. One method is to post a notice on the Town website via the Town Clerk’s Office, or in a community library, supermarket, civic center, etc., listing the officers and the members, with addresses, telephone number, and committee assignments. Such information may be presented to the media for dissemination.**
- B. All district members should be alert to any problem or threat facing the district, whether or not it is something that could be dealt with by any branch of town government.**
- C. Occasionally a controversial matter comes before the RTM, with cogent arguments on both sides. Members face the question of whether to vote their best judgment, or to represent their constituencies. Rarely will they receive enough calls or letters to consider them the people’s voice, but they may reveal informed opinions. Those members who feel that the matter is such that the constituency should be represented can find their own ways of getting that feel – sidewalk or supermarket encounters, neighbors, random phone calls, etc.**
- D. Members of the RTM have a responsibility to the community to maintain a high sense of ethics as the legislative body of the town. Members will properly abstain from voting upon any measure in which they have a substantial conflict of interest<sup>1</sup> [e.g. a close family member having a direct financial interest.] It is the responsibility of individual members<sup>2</sup> to advise their district Chairman of any substantial or**

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<sup>1</sup> Connecticut General Statutes §7-148h(b) states: “Notwithstanding the provisions of any special act, municipal charter or ordinance to the contrary, an elected official of any town, city, district or borough that has established a board, commission, council, committee or other agency under subsection (a) of this section, has an interest that is in substantial conflict with the proper discharge of the official’s duties or employment in the public interest and of the official’s responsibilities as prescribed by the laws of this state, if the official has reason to believe or expect that the official, the official’s spouse or dependent child, or a business with which he is associated, as defined in section 1-79, will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of the official’s official activity. Any such elected official does not have an interest that is in substantial conflict with the proper discharge of the official’s duties in the public interest and of the official’s responsibilities as prescribed by the laws of this state, if any benefit or detriment accrues to the official, the official’s spouse or dependent child, or a business with which he, his spouse or such dependent child is associated as a member of a profession, occupation or group to no greater extent than to any other member of such profession, occupation or group. Any such elected official who has a substantial conflict may not take official action on the matter.”

CGS §1-79(b) states: “‘Business with which he is associated’ means any sole proprietorship, partnership, firm, corporation, trust or other entity through which business for profit or not for profit is conducted in which the public official or state employee or member of his immediate family is a director, officer, owner, limited or general partner, beneficiary of a trust or holder of stock constituting five per cent or more of the total outstanding stock of any class, provided, a public official or state employee, or member of his immediate family, shall not be deemed to be associated with a not for profit entity solely by virtue of the fact that the public official or state employee or member of his immediate family is an unpaid director or officer of the not for profit entity. ‘Officer’ refers only to the president, executive or senior vice president or treasurer of such business.”

<sup>2</sup> The requirement for members to advise their district chairman of these matters takes into consideration the Advisory Opinion dated November 6, 2006 of the Board of Ethics of the Town of Greenwich.

**potential conflict of interest<sup>3</sup>. A member who has a substantial or potential conflict should disclose the nature of the conflict to the district, committee and/or body prior to participation in any discussion. (Eff. 3/12/07)**

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<sup>3</sup> A potential conflict is a substantial conflict of interest which has not yet occurred.

## **D-7 DISTRICT DELEGATE APPOINTMENTS TO STANDING COMMITTEES**

### **A. General**

Election of delegates and alternates takes place at the district's Organization Meeting, held during December in a town election year. This can immediately precede or follow the district's regular December meeting, with new members participating and retiring members abstaining. It is essential that a district have both a delegate and an alternate to each standing committee.

Seniority is a well established practice at all levels of government. Experience adds to a committee's strength. But this does not necessarily mean that everyone wants to repeat the prior term's assignment. Furthermore, the delegation may wish to replace a delegate if the incumbent has not been satisfactory. Likewise, rotation among the various committees may result in members becoming more knowledgeable about all aspects of the Town's operation. Therefore, just because one member has served two or more terms on a committee, other members should not feel deterred from expressing their own interest in that committee.

### **B. Suggested Procedure**

1. In some districts, the incumbent Chairman or Secretary sends a questionnaire to all persons elected for the coming two-year term. Each member is asked to indicate a first, second and third preference for committee assignments. Some persons may prefer to serve as alternates and may so indicate. Some Chairmen telephone everyone to develop a preliminary committee roster. If applicable, each member should simultaneously disclose any substantial conflict of interest<sup>4</sup> or potential conflict of interest<sup>5</sup>, which would arise from his serving on each committee requested and should also inform the Chairman of the applicable employment, business interest, or other affiliation which gives rise to the conflict. The Chairman should review the matter with the member and provide the member guidance as to an appropriate assignment in light of the nature of the conflict, the interest of the district in having delegates and alternates who need not recuse themselves frequently in voting on committee issues, and the need to insure integrity in the conduct of the people's business. (Eff. 3/12/07)

2. Ballot paper should be provided at the meeting. If a blackboard or an easel is available, candidates for all committees may be listed. This may be especially helpful to new members.

3. Districts should allow members a minute or two to describe their backgrounds and specific interests in committee assignments. In the event a member has raised with the Chairman an apparent conflict and is not satisfied with the Chairman's guidance, the member and the Chairman may present their views on the matter to the district. Normal election procedures then follow. A sole candidate for any post may be

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<sup>4</sup> For the definition of "substantial conflict of interest," please refer to footnote 1 in Appendix Section D-6 D.

<sup>5</sup> A potential conflict of interest is a substantial conflict of interest which has not yet occurred.



**declared elected. Contested slots are determined by written ballot, with election requiring a majority of votes cast. For the procedure to be followed when there are more than two candidates, see RTM Rules III. A 3 and IV. C. In the event a member believes he has been denied a desired committee assignment because, for example, the possibility of a conflict of interest has been misconstrued as a substantial or potential conflict of interest, the member may refer the matter to the Board of Ethics for an advisory opinion. (Eff. 3/12/07)**

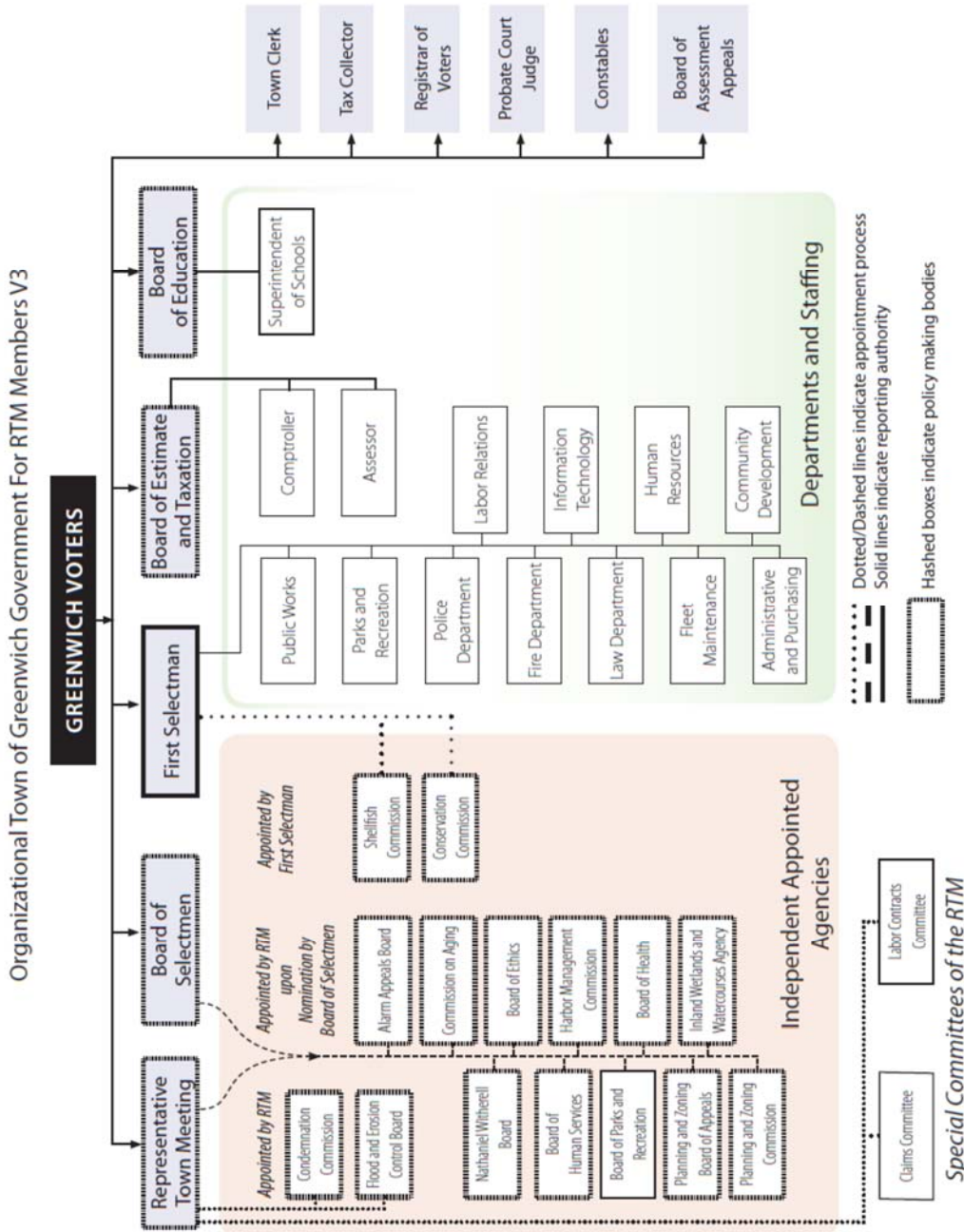
**4. When a Delegate post becomes vacant for any reason, committee assignments may be re-assigned. The Alternate may succeed to the Delegate post, but this is not automatic. Any action should be accomplished at a district meeting, with other members eligible to be candidates.**

**C. Attendance at Committee Meetings**

**It is the District Chairman's responsibility to see that the District is represented at all standing committee meetings. In the even of a delegate's planned absence the delegate must advise the alternate so that the alternate will attend. If the delegate cannot obtain a firm commitment from the alternate to attend, the delegate is to so notify the District Chairman. It then becomes the District Chairman's responsibility to arrange for some other member of the district delegation to attend, vote, and report.**

# APPENDIX E ORGANIZATION CHART OF GREENWICH TOWN GOVERNMENT

**This chart was created by the Appointments Committee, 2017**



**APPENDIX F**  
**PARLIAMENTARY PROCEDURES**

The following motions and parliamentary points are not a complete list of possible actions, but have been selected from Robert’s Rules of Order Newly Revised as those most likely to be encountered in RTM proceedings.

The reason for prioritizing motions is to facilitate the desire of the majority, while at the same time protecting the rights of the minority.

A Privileged or Subsidiary motion takes precedence over any lower-numbered motion, and it may in turn be pre-empted by a higher-numbered motion. A higher-numbered motion may be offered when a lower-numbered item is before the body,

Incidental motions are not numbered, because they have no rank among themselves. All Incidental motions rank before Subsidiary motions.

| Motion, Rank & Classification |   | Second Required  | Debatable | Amendable | Decision By | Can Be Reconsidered | Can Interrupt |
|-------------------------------|---|--|-----------|-----------|-------------|---------------------|---------------|
| <b>PRIVILEGED</b>             |   |  |           |           |             |                     |               |
| 10                            | Adjourn   | Yes  |           |           | Maj.        |                     |               |
| 9                             | Question of Privilege   |  |           |           | Mod.        |                     | I.S.          |
| <b>INCIDENTAL</b>             |   |  |           |           |             |                     |               |
|                               | Appeal Ruling of Moderator  | Yes  | Yes       |           | Maj.        | Yes                 | I.P.          |
|                               | Suspend the Rules (e.g., combine items on Call)                               | Yes  |           |           | 2/3         |                     | I.P.          |
|                               | Point of Information  |  |           |           | Mod.        |                     | I.P.          |
|                               | Point of Order  |  |           |           | Mod.        |                     | I.S.          |
|                               | Object to Consideration of Question   |  |           |           | 2/3         | Yes(n)              | I.P.          |
|                               | Withdraw a Motion   |  |           |           | Maj.        |                     | I.P.          |
|                               | Divide the Question   | Yes  |           | Yes       | Maj.        |                     | I.P.          |
|                               | Call for a Standing Vote  |  |           |           | Maj.        |                     | I.P.          |
| <b>SUBSIDIARY</b>             |   |  |           |           |             |                     |               |
| 8                             | Table Main Motion   | Yes  |           |           | Maj.        |                     |               |
| 7                             | Move Previous Question  | Yes  |           |           | 2/3         | Yes                 |               |
| 6                             | Limit or Extend Debate  | Yes  |           | Yes       | 2/3         | Yes                 |               |
| 5                             | Postpone to a Definite Date   | Yes  | Yes       | Yes       | Maj.        | Yes                 |               |
| 4                             | Refer to a Committee  | Yes  | Yes       | Yes       | Maj.        | Yes                 |               |
| 3                             | Amend a Motion  | Yes  | Yes       | Yes       | Maj.        | Yes                 |               |
| 2                             | Postpone Indefinitely   | Yes  | Yes       |           | Maj.        | Yes(a)              |               |
| <b>MAIN</b>                   |   |  |           |           |             |                     |               |
| 1                             | Initiate Action on a Matter   | Yes  | Yes       | Yes       | Maj.        | Yes                 |               |
| <b>MISCELLANEOUS</b>          |   |  |           |           |             |                     |               |
|                               | Reconsider  | Yes  | Yes       |           | Maj.        |                     | I.P.          |
|                               | Take from the Table   | Yes  |           |           | Maj.        |                     |               |
| <b>KEY</b>                    | <b>I.S. May interrupt a speaker</b><br><b>I.P. May interrupt a proceeding</b> | <b>Yes(n) Reconsider a negative vote</b><br><b>Yes(a) Reconsider an affirmative vote</b> |           |           |             |                     |               |

## **APPENDIX G**

### **SUMMARY OF FREEDOM OF INFORMATION ACT**

**The Connecticut Freedom of Information Act applies to meeting conduct, notices, reports and records of the RTM and all meetings held by the full body and its constituent committees.**

**The Town Attorney from time to time reviews and analyzes the act reflecting updating statutory amendments, administrative decisions and court interpretations.**

**These analytical summaries are distributed to the RTM Moderator and the Committee and District Chairmen. They are available to RTM members for review upon request to the Town Attorney.**

## **APPENDIX H**

### **BUDGET PROCEDURE AND SCHEDULE**

The adoption of the Town's annual budget is a lengthy process. It begins within the various departments as early as a year before the final action, by the RTM at its May meeting.

During this process there are opportunities for interested persons to attend meetings, which are public under the Freedom of Information Act. Supervisory and managerial conferences are not classified as public meetings. In some meetings it is possible to participate in the discussions, but in others the discussion is restricted to the principals involved. Hearings are open to the public for their information and comments.

Any member desirous of participating in the formulation of any part of the budget or of becoming better informed, can obtain information about meetings and hearings by calling the appropriate department head. Interest and participation will be welcomed.

The BET has developed a timeline, scheduling the budget process. Dates are approximate, as they vary from year to year. The current BET timeline is found at Section V.G of the RTM Rules. RTM members should plan to monitor and to participate in discussion whenever possible. (Revised 3/7/2016)

The May RTM is normally devoted to the Proposed Budget. Exceptions usually are made only for emergencies or non-deferrable actions such as ratification of a labor contract. Standing committees will have met on scheduled evenings with personnel of the departments for which they are functionally responsible. The RTM consideration of the budget also serves as a public hearing, with the public entitled to speak without a vote.

The RTM cannot increase or initiate any item of the Proposed Budget. It can only approve, reduce, or eliminate. It deals with numbered codes as they appear in the Proposed Budget.

In the Schools category, the RTM cannot reduce or eliminate a major object code or a divisional total, such as 600, 620, etc. The RTM can, however, vote to reduce the entire Educational budget by a dollar amount, leaving a reasonable amount to operate the educational system. The Board of Education then spreads these reduced dollars to the code(s) they select. The RTM can, however, reduce or eliminate a specific non-educational capital equipment or capital improvement item.

The parliamentary procedure in acting on the budget will be to consider, page by page, each coded item. Any challenge of an item will be voted on as a parliamentary resolution before any other items are considered. After every page is considered, and

**all challenges disposed of, the basic Appropriation Resolution, as drafted in the budget book and repeated in the Call of the meeting, as may be amended by the RTM, will be put to a final vote. (Revised 8/1/14)**

## **APPENDIX I**

### **OTHER TOWN BODIES WITH GOVERNMENTAL FUNCTIONS OR RELATIONSHIPS**

#### **Community Development**

The Community Development (CD) Program is funded from an entitlement grant applied for each year from the U.S. Department of Housing and Urban Development. The purpose of these grants is to develop and improve housing facilities and public services for low and moderate income families. The annual block grant has been approximately \$700,000 to \$750,000. All program costs are paid for by the annual grant. These are federal funds are kept entirely separate from town funds.

The Director of Community Development reports to the First Selectman. The staff (1) are town employees, with salaries and employee benefits paid out of CD (federal) funds.

Community organizations which qualify within the stated purpose of the program may apply to the Community Development Advisory Committee for block grant funds. This committee, which is composed of one RTM representative from each district, a representative from the BET, and community leaders, makes budget recommendations to the First Selectman who determines priorities. The Community Development budget and application is then submitted to the BET in September and the RTM in October for review and approval. The approved application is then submitted to the U.S. Department of Housing and Urban Development (HUD) for appropriation of funds. The CD fiscal year is February 14 to February 13.

#### **Housing Authority**

The Housing Authority of the Town of Greenwich is an independent body operating under State statute and over-sight. Its purpose is to develop and manage housing for low and moderate income families. It is managed by five commissioners appointed by the Board of Selectmen. It obtains development funds from the Federal Department of Housing and Urban Development, the State Department of Housing, the Connecticut Housing Authority and conventional mortgages.

It operates Adams Garden, Agnes Morley Heights, Armstrong Court, McKinney Terrace I and II, Wilbur Peck Court, Quarry Knoll I, Quarry Knoll II, and Town Hall Annex.

The RTM has no managerial or financial relationship with this body.

**Libraries**

Greenwich Library with the Byram, Schubert and Cos Cob branches and the Perrot Memorial Library in Old Greenwich, are independent bodies. Their respective boards of trustees, which are elected by their memberships, establish policies and oversee operations.

Funds for capital improvements and cultural programs are raised from their memberships and support groups.

Operating costs are paid by the town. The RTM's only relationship is the final approval of their operating budgets.

**The Bruce Museum**

Bruce Museum, Inc. ("BMI") is an independent, non-profit corporation. BMI's Board of Directors has a Management Agreement with the Town to operate the Museum under the conditions set forth in that Agreement. Its building, grounds and exhibition collections are owned by the Town. The RTM reviews and passes upon the Town's share of the Museum's operating expenses as part of the budget process. In accordance with the Museum's By-Laws and Management Agreement, the Moderator of the RTM serves as a voting ex-officio member of the Museum's Board.

**South Western Regional Planning Agency ("SWRPA")**

SWRPA is an advisory body composed of representative from Darien, Greenwich, New Canaan, Norwalk, Stamford, Weston, Westport, and Wilton. It prepares a regional plan of development and makes transportation and housing studies. It identifies transportation issues in the region and recommends solutions and priorities to the Metropolitan Planning Organization, which is composed of the chief executive officers of the eight towns.

Greenwich has three representatives on this body, one of whom is appointed by the Planning and Zoning Commission, the other two by the First Selectman from among the RTM members.

The Town's contribution to the agency's operating cost is budgeted in Planning and Zoning Commission, object code 160-149.



**Transit District**

**The Transit District, currently inactive and unstaffed, is a planning body for public transportation facilities. When operative, it serves as an advisory and planning unit for the First Selectman. Its two directors would be nominated by the Board of Selectmen and appointed by the RTM.**

## **APPENDIX J**

### **FLEXIBILITIES AVAILABLE FOR FINANCING CAPITAL EXPENDITURES**

#### **1. Modified Pay-As-You-Go**

In its approach to financing capital acquisitions or improvements, the Town utilizes a unique method of financing over a period of five years. This approach is referred to as the “Modified Pay-As-You-Go” plan. The plan is a basic policy of the Board of Estimate and Taxation (“BET”), affirmed specifically in recent years by resolution of the BET and implicitly each year by incorporation in the budget process.

Simply put, the plan makes use of a provision in the Connecticut General Statutes (Sec. 7-346) which permits a municipality to spread the financing of capital and non-recurring expenditures over a five-year period. Thus the BET, in approving such items, will appropriate the full amount. In setting the tax rate, though, the BET will include in the expenditure calculation only some portion of the total appropriation approved, and postpone additional portions to each of the following four years. The decision as to the annual amounts to be included in each tax rate will reflect the cash flow of that item or project as well as the cash flow of other outstanding items or projects and the general cash flow of the Town over the years involved.

As a result of this practice the Town has generally refrained from borrowing, except for sewer projects, which are supported outside the General Fund tax levy.

#### **2. Reserve Fund**

The General Statutes (Sec. 7-360 and 7-346) allow the Town to “set aside” monies, as part of the appropriations process, in a reserve fund for capital items or for unusual appropriations which are required infrequently, not less than three years apart. From time to time the BET has availed itself of this power to appropriate funds to the Capital and Non-Recurring Expenditures Reserve Fund in order to accumulate monies for a future project.

Any monies in the Fund are subject to all the appropriation requirements of the BET and the RTM before they can be spent or transferred out of the Fund.

## APPENDIX K

### THE CODE OF ETHICS

1. **Code of Ethics.** A code of ethics is hereby established for all town officers.
2. **Definitions.** As used in this code: “town officer” shall include any official, employee, agent, consultant or member, elected or appointed, of any board, department, commission, committee, legislative body or other agency of the Town of Greenwich; “substantial financial interest” shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town; an “indirect interest,” without limiting its generality, shall include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership which has a direct or indirect interest in any transaction with the Town; “transaction” shall include the offer, sale or furnishing of any real or personal property, material, supplies or services by any person, directly or indirectly, as vendor, prime contractor, subcontractor or otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a town officer.
3. **Gifts and Favors.** No town officer or his immediate family shall accept any valuable gift, thing, favor, load or promise which might tend to influence the performance or non-performance of his official duties.
4. **Improper Influence.** No town officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his office to exert his influence or to vote on such transaction or action.
5. **Annual Disclosures.** Within thirty days after the end of each fiscal year, each town officer having substantial financial interest in one or more transactions with the town totaling \$100 or more in such year shall file a written statement disclosing his position as town officer, the nature of his interest in each transaction, and the total amount received from such transactions during such year. Such statements shall be signed under oath and in form prescribed by the Board of Ethics and shall be filed in the office of the Town Clerk.
6. **Violations. Removal.** The violation by any town officer of any of the provisions of this code shall, upon recommendation of the Board of Ethics, constitute good and sufficient cause for proceedings for his suspension or removal from office.
7. **Board of Ethics. Members.** There shall be a Board of Ethics in and for the Town. Said Board shall consist of five members who shall be appointed by the Representative Town Meeting on nomination by the Board of Selectmen. Of the members of the Board first appointed, two shall be appointed for terms respectively expiring on December 31 of the year following their appointment; two shall be appointed for terms

respectively expiring on December 31 of the second year following the year of their appointment; and one shall be appointed for a terms expiring on December 31 of the third year following the year of his appointment. All subsequent appointments of members to the Board, except appointments to fill vacancies for unexpired terms, shall be for terms of three years, commencing on the first day of January of the first year of the term. Members of the Board shall hold office until their successor shall have been appointed and shall qualify. Vacancies in the membership of the Board shall be filled for the unexpired portion of a term in the same manner as regular appointments. All members shall be electors of the Town and shall hold no other town office. The members shall elect a chairman and a secretary.

8. **Board of Ethics. Powers and Duties.** The Board shall receive all complaints of violations of this code, shall investigate the same, and after giving the town officer concerned an opportunity to be heard, shall make such findings and recommendations as it may deem appropriate in each case. Upon written request to this code and shall include all such advisory opinion to such town officer with respect to this code and shall include all such advisory opinions in its annual report with such deletions as may be necessary to prevent disclosure of the identity of town officers requesting the same. Within three months after the end of each fiscal year the Board shall prepare and submit to the Board of Selectmen and to the Representative Town Meeting an annual report of its actions during the preceding year and its recommendations. Additional reports, opinions and recommendations may be submitted by the Board to the Board of Selectmen and the Representative Town Meeting at any time.

**YOUR BOARD OF ETHICS:  
A DESCRIPTION AND PROCEDURES**

**WHAT IT DOES:** It functions primarily in two ways – as a judicial body which reviews complaints of violations of the Code and as a counseling body which provides confidential advisory opinions to Town Officers.

**PRINCIPAL POWERS & DUTIES:** Complaints of violations of the Code of Ethics will be investigated by the Board. Its finding that a violation had occurred could enable proper agencies to start any appropriate action including removal proceedings against the violator.

An advisory opinion will be furnished to the Town Officers who request them. The right to request such opinions is a valuable privilege, and should be availed of whenever any doubt exists. The Code requires all such opinions to be kept confidential to protect Town Officers from unwarranted publicity.

**Appendix K – Continued**

**HOW TO MAKE COMPLAINT OR REQUEST:** Complaints and requests for advisory opinions may be made to the Board, care of the Town Hall. The Board will consider only those complaints or requests for advisory opinions that are made in writing.

**Revised:  
June 30, 1995**