APPENDIX A

REPRESENTATIVE TOWN MEETING RULES OF PROCEDURE*

Article I. Meeting Dates, Time and Places

Sec. A162-1. Regular meetings.
Sec. A162-2. Special meetings.
Sec. A162-3. Time and place of meetings.
Sec. A162-4. Seating arrangements.
Sec. A162-5. Departure from meeting prior to adjournment.

Article II. Preparation for Meetings

Sec. A162-6. Agenda.
Sec. A162-7. Placing items on agenda; information required.
Sec. A162-8. Notice of Representative Town Meeting.

Article III. Attendance

Sec. A162-9. Record of attendance; annual report.

Article IV. Procedure at Meetings

Sec. A162-10. Conduct of business.
Sec. A162-11. Voting.
Sec. A162-12. Order of business.
Sec. A162-13. Discussion of matters not on agenda.
Sec. A162-14. Adoption of rules of order.
Sec. A162-15. Minutes.

Article V. Committees

Sec. A162-16. Rules Committee.
Sec. A162-17. Regular committees.
Sec. A162-18. Special committees.
Sec. A162-19. Action by committees.

Article VI. Conflict of Interest

Sec. A162-20. Conflicts of interest for Representative Town Meeting members.

***Editor's note**—Printed in this appendix are the Representative Town Meeting Rules of Procedure as adopted by the RTM on October 25, 1979 and amended in their entirety on August 1, 2006. Subsequent amendments are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original. Additions for clarity are indicated by brackets.

Article VII. Ordinances

Sec. A162-21. Stand over of ordinances.

Article VIII. Amendments

Sec. A162-22. Amendments to rules of procedure; restrictions.

Article IX. Legislative Session

Sec. A162-23. Length of session.

Article X. Voting While Presiding

Sec. A162-24. Voting by presiding officers and committee chairs.

Appendix A Regular Committees

ARTICLE I. MEETING DATES, TIME AND PLACES

Sec. A162-1. Regular meetings.

A. In addition to the annual organization meeting and the annual budget meeting, regular meetings of the Representative Town Meeting shall be held on the first Tuesday of each month, unless such date is a holiday.

B. The meeting shall reconvene on the third Tuesday of the month, unless such date is a holiday, to deal with any agenda items not disposed of at the adjournment of the regular meeting. Any items for which appropriate information, including committee reports, had not been provided in advance of the regular monthly meeting may be postponed to this meeting, upon the direction of the Moderator or by action of the body to postpone definitely to such date.

C. The annual organizational meeting of the Representative Town Meeting shall be held on the first Tuesday of December as specified in § C5-5A of the Charter, unless such date is a holiday.

D. The annual budget session shall commence on the first Monday in May as specified in § C5-5A of the Town Charter, and shall be continued on the immediately following Tuesday and Wednesday, if needed, unless any of such dates is a holiday.

E. The Moderator may make such schedule adjustments as are necessary to avoid meeting on holidays.

F. No agenda item shall be placed before the meeting after 11:30 p.m. except by an affirmative vote of ⅔ of the members present.

G. Any regular meeting, unless otherwise required by law, may be canceled upon the direction of the Moderator, and thereupon the Town Clerk shall immediately mail written notice of such cancellation to all Representative Town Meeting members.

Sec. A162-2. Special meetings.

In accordance with § C5-6B of the Charter, the Moderator may call a Special Representative Town Meeting and, shall, upon written application of the First Selectman, call a Special Representative Town Meeting to be held not more than 14 days after receipt of the application.

Sec. A162-3. Time and place of meetings.

All regular Representative Town Meetings shall be held at the Town Hall and shall start at 8:00 p.m.; provided, however, that if the Moderator decides that another meeting time or place within the Town of Westport is desirable for

any particular meeting, the meeting time or place may be so changed. Such meeting time or place may also be changed by the Representative Town Meeting.

Sec. A162-4. Seating arrangements.

A. The Representative Town Meeting members shall be seated at the front of the auditorium and shall exclusively occupy the first five rows.

B. When facing the Chair, the first right-hand seat of the left-hand section, the seat always used by the late MacLear Jacoby, a charter member of this body, shall remain unoccupied in memory of all deceased Representative Town Meeting members.

Sec. A162-5. Departure from meeting prior to adjournment.

Any member leaving the meeting permanently before its adjournment should indicate to the Moderator or the Secretary that the number of persons present for purposes of the quorum is about to be reduced. Such indication may be made by a note to the Moderator or to the Secretary or by point of order.

ARTICLE II. PREPARATION FOR MEETINGS

Sec. A162-6. Agenda.

The Moderator or, in the event of the Moderator's inability to act, the Deputy Moderator or, in the event of the inability of both, the Town Clerk shall place on the agenda of the Representative Town Meeting such matters as the First Selectman, two Representative Town Meeting members or 20 electors of the Town may request by written notice delivered to the Moderator or the Town Clerk not less than 14 days prior to a Representative Town Meeting, not including the day of the meeting or the day of delivery of the notice. The Moderator may place any item on the agenda for any Representative Town Meeting.

Sec. A162-7. Placing items on agenda; information required.

A. Each application or request for a Representative Town Meeting or for placing an item on the agenda, when delivered to the Moderator, Deputy Moderator or Town Clerk, should, where possible, be accompanied by explanatory memoranda relating thereto, drafts of proposed resolutions, copies of all available documents relating to such items and confirmation that the Chair(s) of the study committee(s) which has(have) responsibility for any such item has received notice of the meeting of the board or commission pertaining thereto. Any material distributed to Representative Town Meeting members shall be dated and shall clearly state its source or author.

B. The Town Clerk shall, as promptly as practicable, mail or otherwise deliver copies of such material to the Town Attorney and the Moderator and shall mail copies of the explanatory memoranda and draft resolutions to each Representative Town Meeting member in advance of the meeting.

Sec. A162-8. Notice of Representative Town Meeting.

The Town Clerk shall notify all Representative Town Meeting members of the time and place at which Representative Town Meetings are to be held. Notices shall be sent by mail at least five days before the meeting, and a copy of such notice shall be published at least five days before such meeting in a newspaper having a substantial circulation in the Town. In determining the five days, neither the day of the notice nor the day of the meeting shall be counted. Such notice shall set forth the agenda of the meeting.

ARTICLE III. ATTENDANCE

Sec. A162-9. Record of attendance; annual report.

A record of attendance of the Representative Town Meeting members at Representative Town Meetings shall be kept by the Town Clerk, and the names of members absent from any meeting, together with a notation of whether the Moderator had been notified in advance of said absence, shall be recorded with the minutes of the meeting. In the event that any Representative Town Meeting member shall be absent from three consecutive meetings of the body, the Moderator shall forward the advice thereof to all Representative Town Meeting members. An annual report on the record of attendance shall be prepared by the Town Clerk for the October meeting.

ARTICLE IV. PROCEDURE AT MEETINGS

Sec. A162-10. Conduct of business.

All business conducted at any Representative Town Meeting shall be initiated by a resolution, which shall be moved and seconded by a Representative Town Meeting member and shall also be offered in writing.

Sec. A162-11. Voting.

A. Voting on all questions shall be by voice, showing of hands, roll call or rising, at the discretion of the Moderator, provided that, in accordance with Section 1-225 of the Connecticut General Statutes, a written record of the vote of each member upon any issue before the Representative Town Meeting shall be kept and be made available for public inspection within 48 hours, excluding any Saturday, Sunday or legal holiday, except that voting for the election of the

Moderator or Deputy Moderator shall be by signed ballot. However, if only one candidate is nominated (or if more than one candidate is nominated but only one candidate accepts the nomination), then the vote for Moderator or Deputy Moderator may be by showing of hands, at the discretion of the presiding officer.

B. See § A162-24 regarding voting by presiding officers.

Sec. A162-12. Order of business.

The regular order of business at any Representative Town Meeting shall be as follows:

A. Invocation.

B. Pledge of Allegiance.

C. Roll call.

D. Approval of the minutes of the previous meeting(s).

E. Announcements.

F. Business of the agenda.

G. Other matters.

Sec. A162-13. Discussion of matters not on agenda.

Any matter not on the agenda of a regular Representative Town Meeting may be discussed upon the affirmative vote of ⅔ of the total Representative Town Meeting members, and such matter may be acted or voted upon.

Sec. A162-14. Adoption of rules of order.

Except as otherwise provided by these rules or as otherwise required by Charter or other applicable law, meetings shall be conducted in conformity with Robert's Rules of Order Newly Revised (latest edition), and the procedures and rules set forth therein are hereby adopted for the government of the Representative Town Meeting.

Sec. A162-15. Minutes.

Accurate minutes of each meeting shall be prepared by the Town Clerk or his or her designee. In accordance with Section 1-225 of the Connecticut General Statutes [C.G.S. § 1-225], said minutes shall include the record of each member's vote on each item on the agenda and shall be available for public inspection within seven days of the meeting. The Town Clerk shall distribute said minutes to each Representative Town Meeting member by mailing the same in advance of the next meeting.

ARTICLE V. COMMITTEES

Sec. A162-16. Rules Committee.

A. Composition of Rules Committee. The Rules Committee shall be composed of the Moderator as Chair, the Deputy Moderator as Vice Chair and one representative from each district to be selected by and from the members from each district. Vacancies shall be filled by the members from the district in which the vacancy occurs.

B. Term of office. Members shall serve for one year commencing with the annual organization meeting and until their successors are designated.

C. Responsibilities and duties. The responsibilities and duties of the Rules Committee are to report to the Representative Town Meeting upon the appropriateness of proposed amendments to the Rules of Procedure and upon such other matters as the Moderator of the Representative Town Meeting may refer to it.

Sec. A162-17. Regular committees.

A. Regular study committees shall be established by the Representative Town Meeting. They shall function as working committees to study Town affairs and to report their findings to the Representative Town Meeting members.

B. Appointment of the membership of the committees shall be made by the Moderator, who shall give prime consideration to the personal interests and aptitudes of the Representative Town Meeting members.

C. Each of these committees shall have such number of members as may be appointed by the Moderator, provided that each committee shall have at least three members.

D. Any Representative Town Meeting member may attend any committee meeting as a nonvoting member.

E. These committees shall be charged with the responsibility of keeping fully informed on the plans, activities and progress of the Town within the proper sphere of business of each committee. Specifically, these committees shall:

(1) Study and report to the Representative Town Meeting on items within their sphere of business which may come before the body.

(2) Provide advance information for Representative Town Meeting members on important matters that will eventually have to be considered and approved or disapproved by that body.

(3) Report on matters of importance pertaining to future legislation so that information and opinion can be of mutual benefit to any Town government body and the Representative Town Meeting.

(4) Study the accumulated information upon any matter which is within the proper sphere of business of each committee.

F. In furtherance of the discharge of the responsibility of each committee, at least one member of each committee shall be present at each Board of Finance meeting which deals with an item of business for which a committee may be required to report to the Representative Town Meeting, and at least one member of each committee shall be present at the meeting of any other Town board or commission which deals with an item of business for which the committee is responsible.

G. The regular study committees and their proper sphere of action are listed in an Appendix attached to these rules. Questions and further interpretations shall be referred to and decided by the Moderator.

Sec. A162-18. Special committees.

Special committees may be established by the Moderator or by the Representative Town Meeting. A resolution for appointment of a special committee need not be included in the agenda of a meeting; provided, however, that, upon an affirmative vote of ⅔ of the members present and voting, this item may be presented to and acted upon at any regular meeting during the period when other matters are in order or at such time during the meeting as the Moderator may permit.

Sec. A162-19. Action by committees.

A. Referral to committee. Any item with reference to which the Representative Town Meeting is to be required to act may be referred by the Moderator to a regular or special committee appointed by the Moderator for investigation and report, and any such item may be referred to a regular or special committee by appropriate resolution of any meeting. Any matter pending before a committee may, by vote of a majority of the Representative Town Meeting members present and voting at any meeting, be brought to the floor of the meeting for a discussion or for placing on the agenda of the next meeting; except that § A162-13 will apply if the matter is a nonagenda item.

B. Reports by committees. The report of a committee on any item referred to it shall:

(1) State its recommendation, the vote thereon in committee and any facts which, in the opinion of the committee, should be considered by the Representative Town Meeting in determining any controversy which may be found to exist.

(2) Be subscribed to with the name of only those committee members who have reviewed and approved the report.

(3) Be mailed to the members prior to the meeting in accordance with the schedule for such mailing forwarded to the Representative Town Meeting members by the Town Clerk on or about the time of each organization meeting.

C. See § A162-24 regarding voting by committee chairs.

ARTICLE VI. CONFLICT OF INTEREST

Sec. A162-20. Conflicts of interest for Representative Town Meeting members.

All members should be most sensitive to permitting an actual conflict of interest or the appearance of a conflict of interest to exist, even though a complete disclosure of all circumstances would show that an actual conflict did not exist in a particular case. The individual member shall decide in any given situation whether he or she is faced with such conflict. Such decision shall not preclude the Representative Town Meeting from determining that a conflict of interest does, in fact, exist; but the determination of the Representative Town Meeting shall not prevent the member from voting or participating.

ARTICLE VII. ORDINANCES

Sec. A162-21. Stand over of ordinances.

A. All proposed ordinances and all amendments, other than minor language changes to existing ordinances, shall automatically stand over for one meeting and shall be referred by the Moderator to a regular or special committee(s) for consideration.

B. Each committee to which the ordinances or amendments are referred shall prepare a written report and deliver same, when completed, to the Town Clerk. Appended to said report shall be a copy of the proposed ordinances or the proposed amendments to an existing ordinance, setting forth the language of the existing ordinance, the proposed new language of the amendment and the language being deleted from the existing ordinance. Deletions shall be indicated by strikethrough and new language shall be indicated by underscoring. The Town Clerk shall distribute the report and the ordinance in the form set forth herein to Representative Town Meeting members prior to the meeting at which the action on such proposed ordinance or amendment has been scheduled.

ARTICLE VIII. AMENDMENTS

Sec. A162-22. Amendments to rules of procedure; restrictions.

The rules governing the conduct and organization of this body may be amended at any meeting by a majority of the total number of Representative Town Meeting members; provided, however, that no amendment shall be acted upon which shall not have laid over for at least one meeting or which shall not have been specified in the call as part of the business to be transacted at such meeting.

ARTICLE IX. LEGISLATIVE SESSION

Sec. A162-23. Length of session.

The Representative Town Meeting shall be deemed to have two-year legislative sessions. When interpreting the rules of order pursuant to § A162-14, the term "session" shall be defined as the series of meetings coinciding with the two-year term of office for members elected to the Representative Town Meeting.

ARTICLE X. VOTING WHILE PRESIDING

Sec. A162-24. Voting by presiding officers and committee chairs.

In recognition of each Representative Town Meeting member's duty to represent the electors of his or her district, the presiding officers and committee chairs shall not forfeit their right to vote while presiding over Representative Town Meetings or RTM committee meetings, notwithstanding any rules of order to the contrary. During a roll call vote, the presiding officer shall vote last.

Appendix A
Regular Committees

The regular study committees of the Representative Town Meeting, with their complete names and a brief description of their responsibilities, are as follows:

The proper sphere of business of the RTM Education Committee shall include study of the operations of the education system and the budget appropriations for these systems.

The proper sphere of business of the RTM Employee Compensation Committee shall include the study of salary rates and other methods of remuneration of Town employees and retainers.

The proper sphere of business of the RTM Environment Committee shall be to help create and maintain a better ecological environment in Westport by initiating and/or studying legislation to this end, including all matters pertaining to the Conservation Commission and all matters pertaining to the disposal and handling of solid and liquid waste and the budget appropriations therefor.

The proper sphere of business of the RTM Finance Committee shall include the study of Town revenues, appropriations, and financial policies and practices, exclusive of individual department budgets. This Committee shall work with the responsible Town officials to secure adequate financial reports for the Representative Town Meeting. This Committee shall further study the current financial position, the financial aspects of the annual budget, capital requirements and long-term financial planning.

The proper sphere of business of the RTM Health and Human Services Committee shall cover all general health and welfare matters, including the provisions by the Town of social services to the young, the elderly, the disabled and others with special needs, along with the activities of the Human Services Department, the Commission for Senior Services, the Youth Commission, the Westport/Weston Health District, and similar Town or regional committees or organizations, and the budget appropriations therefor.

The RTM Information Technology Committee shall consider matters pertaining to Town information technology and the budget appropriations for these activities.

The proper sphere of business of the RTM Library, Museum and Arts Committee shall include study of the operation of the library facilities of the Westport Public Library, the facilities and operations of the Earthplace: the Nature Discovery Center (but only so long as Town funds are being used therefor), the facilities and operations of any municipal museums which may come into being and the facilities and operations of any arts council and/or arts programs for which appropriation of Town funds are sought or made and which are not under the jurisdiction of the Board of Education.

The RTM Long-Range Planning Committee shall consider matters pertaining to long-range plans for the Town including, but not limited to, long-range plans for open space and other real property as well as the study of long-term projects such as periodic revision of the Town Plan of Conservation and

Development and the Town Charter. The committee is encouraged to act as liaison with other RTM committees and other Town boards and committees to study long-range plans for the Town.

The RTM Ordinance Committee shall consider matters pertaining to Town ordinances and regulations, including the establishment and application of criteria for the review of ordinances and regulations that come before the RTM.

The proper sphere of business of the RTM Parks and Recreation Committee shall include the administration, acquisition and use of parks and other recreational facilities, the recreational program and the budget appropriations for these facilities and activities.

The proper sphere of business of the RTM Planning and Zoning Committee shall include all matters pertaining to Town planning, zoning legislation and the budget appropriations for these activities.

The proper sphere of business of the RTM Public Protection Committee shall include all matters concerning the operation of the Police and Fire Departments and shall include all aspects of traffic and public safety and the budget appropriations therefor.

The proper sphere of business of the RTM Public Works Committee shall include the operations of the Department of Public Works and the Public Site and Building Commission and the budget appropriations therefor.

The proper sphere of business of the RTM Transit Committee shall include all matters concerning the operation of the Westport Transit District and all parking within the Town of Westport, including the Railroad Parking Authority and the budget appropriations therefor.
(Res. of 8-15-06)