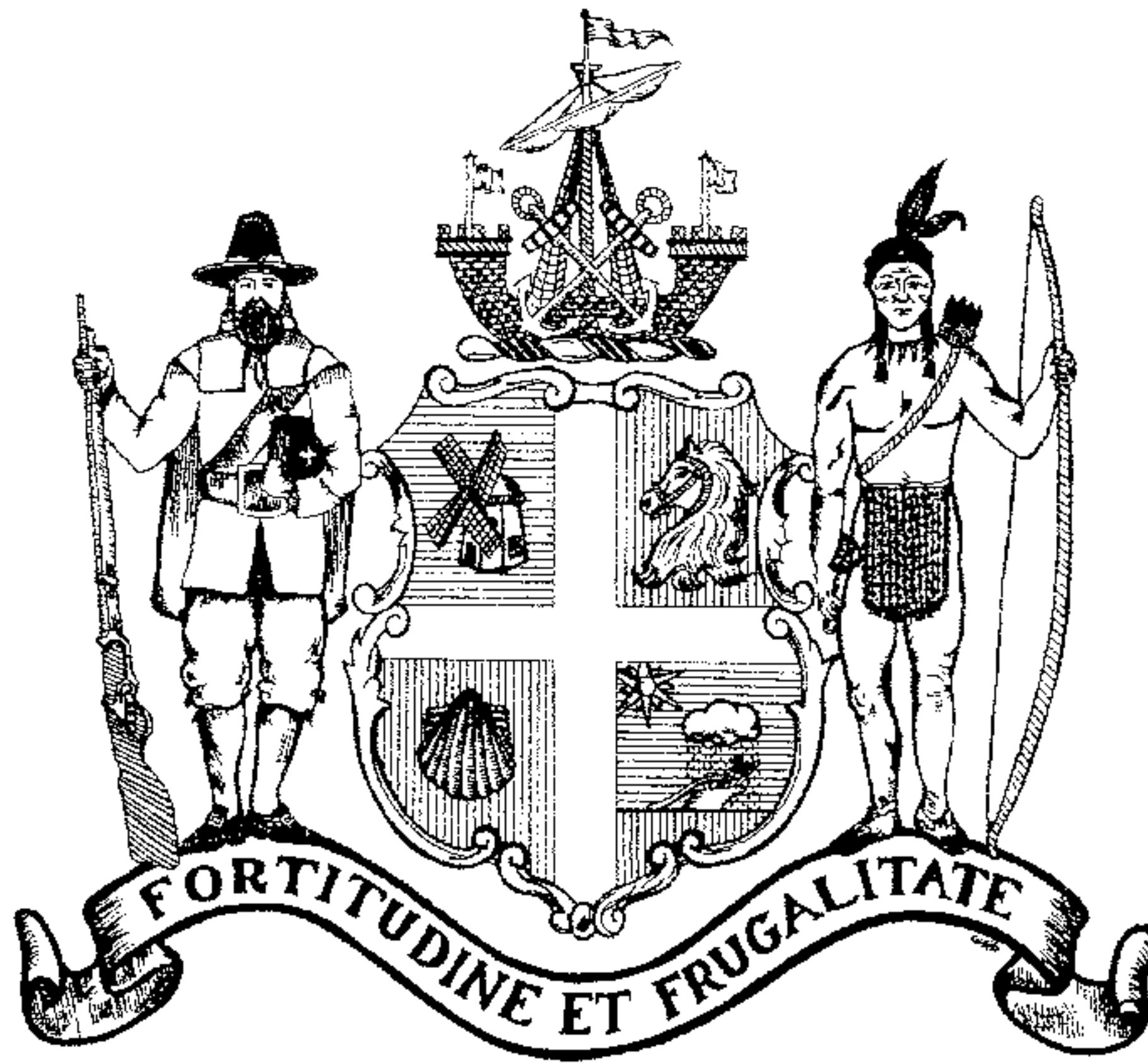


Town of Greenwich Connecticut



Representative Town Meeting

Special Committee on Structure and Rules
April 2009

Map of Greenwich Election Districts



TABLE OF CONTENTS

Prefatory Remarks	1
Moderator's Charge	2
Introduction	4
Summary of Recommendations	5
Other Subjects Considered	7
General Guidelines	9
Rationale for Recommendations	10
Appendix	15

PREFATORY REMARKS

The strength of the Greenwich government is its volunteer citizen participation. No where is this more evident than at the Representative Town Meeting which just celebrated its 75th anniversary. Eight times a year – more if necessary – 230 citizens come together to do the Town's business.

The Special Committee of the RTM accepted the Moderator's directive to review the RTM structure and rules and to make recommendations to fix what needs to be fixed while simultaneously protecting the basic structure and function of this democratic process. This study has been undertaken by RTM periodically – usually every ten years.

Specifically, the Special RTM Committee was directed to: 1) study the RTM committee structure including number, type, jurisdiction, selection of members and committee leaders and to recommend any changes; 2) study the RTM rules including scheduling, preparation of the Call, and other pertinent issues and 3) to recommend any changes.

The make up of the Committee was chosen by the Moderator and included three district chairmen and four committee chairmen with experience that ranged from four years to over thirty years of experience in RTM. The Committee as a whole held widely divergent views about what the RTM was and should be. In the final analysis, however, these twelve members reached consensus and framed a series of recommendations that they believe will serve the body well until its next self review.

The Special Committee has completed its work as charged by the Moderator and submits its report to the RTM for review and consideration.

Joan Caldwell, Chairman



TOWN OF GREENWICH

Representative Town Meeting

Thomas J. Byrne
Moderator

MEMORANDUM

TO: ALL RTM MEMBERS
FROM: THOMAS J. BYRNE
RE: SPECIAL COMMITTEE ON RTM STRUCTURE AND RULES
DATE: MARCH 20, 2008

I hereby appoint the following members of the RTM to the **Special Committee on RTM Structure and Rules**:

Joan Caldwell, District 10, who shall serve as Chair of the Special Committee;

Jeb Beckwith, District 8;
Robert Brady, District 5;
Despina Fausuliotis, District 11;
Frederick Feldman, District 1;
Barbara Hindman, District 12;
Lucy Krasnor, District 5;
Roger Lourie, District 7;
Karen Sadik-Khan, District 6;
Valerie Stauffer, District 7;
Robert Tuthill, District 3; and
Douglas Wells, District 2.

The mission of the committee is as follows:

- (1) To study and make recommendations regarding the RTM committee structure, including without limitation the number, type and jurisdiction of RTM committees and the manner of selection of committee members and leaders.
- (2) To study and make recommendations regarding RTM Rules, including without limitation rules pertaining to scheduling, Call preparation and any other RTM organizational matter.

To facilitate its work, the Special Committee is authorized:

- (1) To elect any officers in addition to the Chair, Joan Caldwell, to hold regular and special meetings of the committee and its subcommittees (including hearings at which the views of the public may be sought) which shall be open to the public and duly noticed; and
- (2) To enlist on an ad-hoc basis the views of current and former members of the RTM and as well as other current and former Town employees and officials for their particular knowledge and experience in the role of the RTM in Town affairs.

It is expected that the recommendations of the committee will provide the RTM with a framework that will ensure that proposals brought before the RTM are fully and fairly reviewed, that members are provided with all pertinent information so that they can make informed decisions before casting final votes, and that the work product of the RTM is of the highest standards. It is also expected that the Special Committee will make its recommendations to the RTM in sufficient time so that any changes to the current RTM structure and Rules will be in place and effective at the time of the organizational meetings for the next RTM term.

INTRODUCTION

The Special Committee on RTM Structure and Rules met for the first time in April, 2008 and additionally twenty-one times thereafter extending over a year (Appendix A). This is a report of its findings and recommendations.

In compliance with the Moderator’s charge, the Committee considered a range of issues that varied from substantive to housekeeping such as the number, size and composition of standing committees to seating of the general public. Everything was open for discussion except redistricting. The Committee considered some items at the suggestion of RTM members. Other considerations were based on the Committee’s own observations and experience. The overall criteria used to reach each recommendation were: 1) did it strengthen the committee system; 2) did it improve efficiency; and 3) did it improve communications within the RTM.

During the year-long process, the Committee reached out to Town Department Heads, the First Selectman, the Chairman of the BET, and RTM members inviting them to share any concerns or ideas they had. In addition, the Committee met with the Moderator and with several standing committee chairmen to gain a better understanding of specific issues. The Committee wishes to thank those who responded to its invitation (Appendix B).

The Special Committee is making sixteen (16) recommendations to the RTM. They are listed here in summary and the rationale behind them on page ten (10). In the coming weeks, the Committee will meet with all the districts to review its recommendations and answer any questions.

The schedule of those district meetings is as follows:

Date	District	Location	Time
Monday, April 20	1,2,3,4	Cone Room	7:30 p.m.
Tuesday, April 21	5,6,7,8	Town Hall Meeting Room	7:30 p.m.
Thursday, April 23	9,10,11,12	Cone Room	7:30 p.m.

SUMMARY OF RECOMMENDATIONS

1. Discontinue the Transportation Committee by transferring responsibility for review of building construction and maintenance to Public Works Committee; transferring review of Fleet Department operations to Town Services Committee and transferring review of all Transportation planning – bike trails, sidewalks, car, bus, rail - to Land Use Committee. (Requires Rule Change)
2. Promote the creation of subcommittees within the standing committees to review and maintain oversight of special projects within the standing committee's broader charge. The use of alternates is encouraged.
3. Create a special committee called The Capital Projects Review Committee (CPRC) charged with analysis and oversight of the CIP budget (Capital Improvements Project) and its financial impact on the budget. (Requires Rule Change)
4. Amend the charge to the Claims Committee to include “identify risk management” areas that expose the Town to claims. (Requires Rule Change)
5. Change attendance requirement at Standing Committee meetings to require district representation at all but one (1) meeting per year. (Requires Rule Change)
6. Hold separate discussion/training sessions for all district and committee officers to discuss effective methods for conducting a meeting.
7. Appoint a technology task force to assist the Moderator and Town Clerk to find ways to streamline and improve efficiency and communications.
8. Electronically transmit the Call and support documents to RTM members who waive, in writing, the requirement that they be mailed.
9. Require a second reading of all non-emergency resolutions that are brought to the RTM by petition of voters, to amend the Charter, to enact ordinances, or to amend the RTM Rules. (Requires Rule Change)
10. Require a copy of any report to the RTM by a special committee to be filed with the Town Clerk for permanent retention.
11. Encourage standing committee chairman to circulate, by the Friday before the RTM, their committee reports by email to the Moderator, fellow committee members, and all district and standing committee chairmen who may circulate them to their members.

12. Encourage greater use of the consent calendar.
13. Recommend and encourage that oral reports at Town Meeting be kept as concise as possible.
14. Recommend that each member be responsible for recording his or her own vote on the voting card.
15. Recommend that the Legislative and Rules be charged for the periodic updating of the RTM Rules.
16. Recommend that the starting time for the RTM meeting be changed to 7:30 pm from the current 8:00 pm.

OTHER SUBJECTS CONSIDERED

In addition to the foregoing, the Special Committee considered the following subjects about which it elected *not* to recommend changes for the reasons given:

Term Limits for Chairmen:

The recommendation for term limits for chairmen was taken up by the Special Committee on two occasions and failed both times to garner support. The practical effect would be to require some talented and committed chairmen to step down, and could create a situation in which the committee or district would be unable to conduct its business efficiently. (Appendix D)

Altering the Size and Composition of Standing Committees:

The Special Committee chose not to recommend altering the standing committee structure because the present size and composition of the committees seems to have been implemented to assure the flow of information in and out of all districts. That is still a key element of good representative government and, despite the advances of technology, it can not be assured if the committee is altered without a redistricting.

Seniority of Delegates to Standing Committees:

The Committee discussed the role of seniority in selection of district representatives to standing committees. It believes that this practice is fairly common but should be discouraged because it disenfranchises newer members. To do so legislatively may deny a committee important past experience and institutional memory.

A better approach in the Committee's view is to encourage a more active sharing of district representation between alternates and delegates and has recommended the creation of subcommittees of standing committees. (Recommendation #2)

Conduct During the Meetings:

Concerns were raised by some RTM members about members who wander the room during meetings or who choose to carry on private conversations in the auditorium. With television cameras recording every action, such behavior diminishes the importance and professionalism of the Meeting. The Committee shares these concerns but can see no way to legislate behavior. At the very least, such action is disrespectful and disruptive.

Order of Items Placed on the Call:

Many RTM members asked that the Special Committee address the question of order of items placed on the Call. Presently items are listed on the Call in the order in which they are received by the Town Clerk with carry over items from the previous meeting being first and those filed just before the closing being last. They are not necessarily placed on the floor and voted on in that order because both the Consent and Combined calendars have the effect of grouping items. The Committee makes no recommendation to change that practice. We conclude the current practice works well enough and the body may always suspend the rules to take an item out of order.

GENERAL GUIDELINES

The Special Committee was guided in its consideration of the issues raised and in its recommendations to the RTM by several important factors.

First, the Representative Town Meeting is a reactive body. It has the authority to advise, approve and guide but not initiate. It may use a sense-of-the-meeting resolution to express its will or influence policy but it is not binding.

Second, the real work of the Representative Town Meeting is done by its committees and districts. The end result – the vote – is usually a clear reflection of the depth and scope of committee and district review and their ability to communicate their findings and recommendations to the full body.

Third, effectiveness of the Representative Town Meeting rests more on the individual members to be inquisitive and prepared than on the chairmen (committee or district) who are expected to guide discussion and run orderly meetings.

Finally, there exists now within the body of the RTM rules language outlining the responsibilities of committees and districts. The Special Committee could see no reason to repeat it. A simple reminder that it exists, and every member should be familiar with it, is enough since we are members of a district and perhaps a committee.

RATIONALE FOR RECOMMENDATIONS

1. **Eliminate Transportation Committee**

Discontinue the Transportation Committee and distribute its responsibilities to the Public Works, Town Services and Land Use Committees.

In the thirty-four (34) RTMs from January 2005 through January 2009, Transportation was assigned twenty-eight (28) items, of which four (4) were May budgets and eleven (11) were items assigned to all committees (Appendix C). At fifteen (15) meetings, no items were assigned to Transportation. The Committee concluded that the work of the Transportation Committee could be effectively handled by other committees as follows:

- Assign the review of transportation facilities to Public Works Committee
- Assign the review of transportation planning, including parking, pedestrian, bicycle, traffic control planning to Land Use Committee, and
- Assign the review of fleet and transportation operations to Town Services Committee.

2. **Promote the use of subcommittees within standing committees to review and maintain oversight of special projects within the standing committee's broader charge**

The Committee believes that standing committees should take the opportunity to track activities over which they have oversight, and it believes that standing committees should consider appointing subcommittees to follow specific functions of the departments they oversee. The Committee also believes that the creation of subcommittees gives the RTM a better opportunity to utilize the talents, abilities and willingness of alternates and it sees this as an opportunity for alternates to assume leadership roles by permitting them to chair subcommittees.

3. **Create a permanent special committee to review and report to the RTM on the CIP Budget**

The Committee recommends creating a seven (7) person special committee nominated by the RTM Appointments Committee and approved by the RTM.

At present, there is no committee of the RTM charged with looking at our capital projects on an ongoing basis extending beyond the present budget. The Special Committee feels that a need has arisen to have a committee, presumably with financial expertise, and is therefore recommending that a new committee be formed.

The new committee is to review all aspects of the CIP Budget including previously authorized projects, current recommended projects, and out year projects for their consistency with the POCD. The committee should also review financing approaches and the quality of cost estimates for these projects and make recommendations to the RTM on actions it should take at the May budget meeting. The new committee, to be called the Capital Projects Review Committee (CPRC), to avoid any confusion with the First Selectman's "CIP" Committee, should also appoint a member and alternate member to the First Selectman's CIP Committee. (Appendix F)

4. Amend Claims Committee charge

Amend Claims Committee charge to add "identify risk management" areas that expose the Town to claims.

In recent years, the Town has paid enormous settlements for claims brought against the Town resulting from a failure to address risk management situations. The Claims Committee, acting for the RTM, is the committee most aware of such exposures. The charge to the Claims Committee should be broadened to identify such exposures where known so that the RTM and Town officials can address these risks.

5. Change Standing Committee Attendance Requirement

The present rule requires that district delegate who fails to attend at least 50% of the committee meetings in the first year be dropped from the committee and that the relevant district appoint a new delegate. The Special Committee believes a delegate's main responsibility is to report committee action to his district. Accordingly, we recommend that the rule be changed to provide that district representation be the objective, with only one district absence permitted per year. It is the delegate's responsibility to make sure that the district is represented. The critical issue is district representation, not by whom. Districts that exceed the one permitted absence per year shall be cited from the lectern by the Moderator.

6. Provide More Training of District and Committee Officers in Conducting Meetings

Presently, the only training session is for new members. The meetings which are intended for the purpose of indoctrination for new members are frequently attended by present members. However, the meetings deal more with procedure than with leadership.

The Special Committee in its deliberations found many instances where leadership skills needed to be developed. It is not easy to do and requires guidance. The Committee believes that the Moderator can assist in that role by holding a separate session with the district and committee officers on how to conduct a meeting and how to handle difficult situations should they arise.

Committee and district officers need to understand the responsibility and authority placed on them which is outlined in Robert's Rules of Order. Though Robert's Rules of Order are not always used, they are a good fallback such as the ability to adjourn a meeting if necessary. Chairs may not be aware of this latitude or ability. Training sessions would help them understand this and gain assurance.

7. Appointment of Technology Task Force

Technology has advanced so much in the past ten years that the Committee felt the efficiency of the RTM would be increased by a greater utilization of it. The Committee therefore is recommending that a Task Force be appointed by the Moderator to assist him and the Town Clerk find ways to use available technology. The Committee expects that the Task Force will be small and will include members who have expertise with the subject. The Committee also believes that this should be an ongoing Task Force.

8. Electronic transmission of the Call

The Special Committee thinks that there is an economic benefit to be gained from electronically transmitting the Call and support documents, but adopting this provision requires that the Town make a commitment to make all documents available by email. Nonetheless, the Committee is recommending that those members who desire such transmission waive their right to delivery by postal mail in writing to the Town Clerk. The Town Clerk has said that email delivery is possible.

9. Require a second reading of all non emergency resolutions

Many items that come before the Town meeting are complex, especially those that affect rules. Therefore the Committee recommends these items be addressed in two successive RTM meetings. In the first meeting, the item is discussed and debated by the committees to which it is referred and then to a second Meeting for additional debate and action.

The practice of requiring a second reading of documents is currently used in the CT General Assembly. It gives members of that body extra time to consider the implications of the proposed legislation. The Committee agrees with the RTM Legislative and Rules Committee on the value of a second reading. As drafted, it would apply to all non emergency resolutions that amend the Charter, Town Ordinances, Rules of the RTM, or come by petition of the voters. (Appendix G)

10. Require filing special reports with Town Clerk

The Committee, as it prepared to undertake its charge from the Moderator, could not locate a copy of the 1996 RTM Report. Eventually one was located in the files of a long standing member. This revealed an error in our procedures because much good work is done over the years by committees of the RTM created for special purposes. The Committee believes that all such reports should be filed with and permanently retained by the Town Clerk so that they may serve as a basis for future reference and may serve in many instances as a statement of intent and purpose.

11. Circulation of committee reports prior to RTM

The Special Committee believes that there would be a distinct benefit gained from early – prior to the RTM – circulation of the standing committee reports with routing to the Moderator, to fellow committee members, and to district and committee chairs (who may then circulate them further). The more informed the members are before the RTM, the more likely they are to act decisively at the meeting and less likely to amend, refer or rewrite.

12. Consent Calendar

The reason for this recommendation is that the order in which items are placed on the Call is of less importance if they meet the test of the Consent or Combined calendars and are treated in that manner. Then the full Meeting would move faster with more time to debate issues deserving debate.

13. Standing Committee reports

Since the RTM must consider all items on the Call, unlike the standing committees which only consider those referred to them, time at the RTM Meeting becomes important. The Special Committee recommends that oral reports from standing committees be more concise especially if the RTM accepts (recommendation # 11) that standing committee reports be circulated by email prior to the RTM.

For the May Budget Meeting, The Special Committee recommends that: 1) if there is no more than one negative vote against the budget or portion thereof at the standing committee, and 2) the standing committee report is circulated by email or posted on the Town website, then the standing committee oral report at the RTM be limited to the vote, the districts absent, and the recommendations (Appendix G).

14. Recommendation uniform recording of votes

There was some concern by members of the Special Committee over the lack of uniformity in the recording of votes by different districts at the RTM. The Committee feels that this could lead to questions as to the accuracy of the vote. Therefore, it is recommending that each member be responsible for recording his or her own vote on an item.

15. Periodic Updating of RTM Rules

At present, no one is charged with responsibility for keeping the RTM Rules up to date and periodically the RTM has amended or added to its own rules. The Committee, therefore, is recommending that the Legislative and Rules Committee be charged with that responsibility.

16. RTM Meeting Starting Time

The Committee is recommending that consideration be given to changing the starting time of the RTM meetings because commuter habits have changed over the past fifteen years and it may no longer be necessary to start as late as 8 pm. Statistics collected for the past four or more years do not indicate this change would alter attendance very much, one way or the other, so it becomes simply a question of convenience and personal preference, and needs to be addressed by the full body.

APPENDIX

The information contained in this appendix is provided to help members put the recommendations of the Special RTM Committee into context and to provide background data on past meetings.

Schedule of Special Committee Meetings	Appendix A
List of Other Participants and Contributors	Appendix B
Analysis of RTM Meetings – 1/05 to 1/09	Appendix C
Tenure of District and Committee Chairs	Appendix D
Description of Standing Committees	Appendix E
Description of Special Committees	Appendix F
Draft Language for Rule Additions	Appendix G
Powers of the RTM	Appendix H

APPENDIX A

SCHEDULE OF MEETINGS

April 16, 2008
May 14, 2008
May 28, 2008
June 17, 2008
July 8, 2008
July 29, 2008
August 12, 2008
September 2, 2008
September 16, 2008
October 6, 2008
October 29, 2008
November 12, 2008
November 24, 2008
December 16, 2008
January 6, 2009
January 28, 2009
February 5, 2009
February 11, 2009
February 18, 2009
February 25, 2009
March 10, 2009
March 25, 2009

APPENDIX B

OTHER PARTICIPANTS AND CONTRIBUTORS

MET WITH:

- | | |
|--------------------|-----------------|
| 1. Jerry Anderson | District 10 RTM |
| 2. Josh Brown | District 8 RTM |
| 3. Tom Byrne | Moderator RTM |
| 4. Vince De Marco | District 10 RTM |
| 5. Mike Petrucelli | District 12 RTM |
| 6. Louisa Stone | District 10 RTM |

WRITTEN/TELEPHONE/CELL PHONE COMMUNICATIONS FROM:

- | | |
|----------------------|----------------|
| 1. Karen Fassuliotis | District 7 RTM |
| 2. Mary Ferry | District 5 RTM |
| 3. Betsy Furmin | District 9 RTM |

Appendix C RTM Meeting Analysis

The RTM Meeting Analysis is an analysis of the meeting Calls and Minutes for the thirty-four meetings from January 2005 through January 2009. The report includes comparative information from a similar analysis performed as part of the 1995 study of the RTM's structure.

The Call items are classified as Appropriations, Personnel, Gift or Other. "Gift" includes grants. "Other" includes ordinances, sense-of-the-meeting resolutions, Charter amendments and other items not classified as one of the other three. The item referral distribution among committees was tallied to document the amount of work being referred to the various committees.

Meeting information – length, attendance and voting records – were taken from the minutes. (The September 2005 minutes do not include attendance). Meeting length, attendance and voting records were averaged.

Meeting Information

Meetings averaged 2.8 hours in length, with 7 of the 34 longer than 4 hours. 7 were shorter than 2 hours. Attendance and voting are the most intriguing: Only 95% of the attendees voted in the first vote of the evening, *i.e.* on average 11 people in attendance didn't vote on the first vote or were late to the meeting. On average, 93% of the votes cast in the first vote of the evening were cast in the last vote, implying that 7% of those present at the start of a meeting leave before its end. Average attendance was 184, 80% of the membership. During the Committee's discussion of the attendance and voting numbers, the Committee noted that there is no consistency as to when attendance is taken and reported to the Clerk.

Call Items

In 34 meetings over four years, 461 items were referred to the twelve RTM committees; we ultimately acted on 435. The difference represents withdrawn items.

The 461 Call items generated 1,083 referrals, about 2.3 referrals per item. Appropriations were referred to an average of 2.6 committees, Personnel items to 2.0 committees, Gifts to 1.4 committees and Other to 3.0 committees. On balance, the principle that items should be referred to no more than two committees is generally being observed. The statistics do not include "self-referred" items where a committee takes up an item not referred to it, as these are not noted in the minutes.

By comparison, in the 19 meeting from June 1992 through June 1994, 252 items were referred to 15 committees, about 2.6 referrals per item. Appropriations were referred to 3.0 committees, Personnel items to 1.9 committees, Gifts to 1.7

RTM Meeting Analysis

committees and Other items to 4.1 committees. The 1995 committee consolidation and limitation on referrals appear to have been largely effective in reducing referrals. The number of committees considering Appropriations and Other items was reduced, reflecting the limiting of the number of committees assigned a specific item.

Committee referral percentages of the 461 Call items are:

*Appointments	221	47.9%
*Finance	152	33.0%
*Legislative & Rules	105	22.8%
*Labor Contracts	31	6.7%
*Budget Overview	16	3.5%
Land Use	143	31.0%
Health & Human Services	98	21.3%
Town Services	76	16.5%
Parks & Recreation	75	16.3%
Public Works	75	16.3%
Education	63	13.7%
Transportation	28	6.1%
Claims	0	0.0%

* These committees are "cross-departmental"; the remaining committees deal with issues concerning specific Town departments and agencies.

The Transportation Committee receives few referrals, many of them "Appropriations" and "Others" which were referred to all committees. Consideration should be given to distributing the Transportation items to Land Use, Public Works and Town Services, and disbanding the Transportation Committee.

RTM Meeting Analysis

RTM	Meeting Length (Hrs)	Attendance			Total Votes		No. of Items			No. of items on Call				No. of Referrals				Appointments			
		Present	Absent	Vacant	First	Last	Consent	Com-bined	Ind'l	Appn	Pers	Gift	Other	Appn	Pers	Gift	Other	Appn	Pers	Gift	Other
Percent		80%	19%	1%	95%	93%	25%	30%	45%	20%	44%	9%	26%	23%	38%	5%	34%	0%	93%		6%
Avg / Total	2.8	184	43	3	174	162	110	129	196	94	204	41	122	246	410	58	369	1	206		14
Jan 09	2.5	174	54	2	161	160	4		6	4	2	3	1	11	4	3	3			2	
Dec 08	1.8	182	46	2	176	175	4	7	5	3	11		1	8	22		3			11	
Oct 08	2.6	194	34	2	191	184		5	3	2	2		5	5	4		23			2	1
Sep 08	2.9	186	42	2	182	162		8	6	2	4	2	6	4	7	3	23			4	1
Jun 08	2.0	192	36	2	179	175	4	4	7	8	2	2	5	16	8	2	2			4	
May 08	4.8	190	39	1	158	171			4	2			2	13			2				
Apr 08	1.6	174	55	1	172	171	7		6		12	1			20	2				12	
Mar 08	3.1	191	39		186	158	12	14	7	5	24	1	3	11	48	1	5			24	
Jan 08	3.2	204	25	1	202	170		16	7	2	17	1	3	5	34					17	
Dec 07	2.4	176	51	2	173	162		4	5	2		1	6	4		1	10				1
Oct 07	0.9	168	59	2	168	167			2				1				3				
Oct 07	0.9	180	47	2	180	179		2	2	3	1		2	7	2		6			1	
Sep 07	2.3	193	35	1	181	172	2	4	8	3	3	3	6	5	6	3	16			3	
Jun 07	2.8	181	47	1	168	163	4	8	5	5	8	2	5	10	17	4	11			8	
May 07	4.7	198	30	1	175	181			4	1			4	12			7		1		
Apr 07	3.6	201	27	1	198	178		5	2	2	3	1	3	3	6	3	26			3	2
Mar 07	4.2	189	37	3	177	137	4	8	7	3	13		6	6	26		34			13	2
Jan 07	1.0	184	42	3	180	172			3	1	1		2	2	2		6			1	
Dec 06	2.0	193	35	1	189	192	3		4	1	2	2	2	1	3	4	13			2	1
Oct 06	2.1	191	37	1	182	172	5	3	3		5	4	6		11	5	27			5	1
Sep 06	4.9	201	22	6	195	141	4	4	11	6	12		3	16	24		17			12	1
Jun 06	4.5	189	36	4	159	144	13	3	18	5	17	3	9	10	35	3	24			17	
May 06	3.7	187	36	6	183	177			3	1			2	13			2				
Apr 06	4.1	182	42	5	170	141	6		8	2	7		6	3	14		28			7	1
Mar 06	3.7	178	44	7	172	143	12	8	7	3	19	1	3	13	38	3	20			19	1
Jan 06	1.2	177	43	9	176	176			4	1			4	3			7				
Dec 05	0.8	162	64	4	162	158		5	1	1	4	1		3	8	2				4	
Oct 05	2.4	154	71	4	148	143	1	8	4		2	4	6		4	7	14			2	1
Sep 05	3.3				146	140	8	2	6	3	8	2	4	7	16	3	10			8	
Jun 05	4.7	176	52	2	164	91	9	7	17	12	12	4	9	24	28	5	15			12	1
May 05	3.4	188	39	3	180	175			3	1			2	10			2				
Apr 05	2.5	183	41	6	178	162	8	4	8	3	13	2	3	5	23	3	7			13	
Mar 05	2.3	171	54	5	162	154			5	3		1	1	6		1	2				
Jan 05	1.6	168	55	7	147	164			5	4			1	10			1				

Appn - Appropriations, Pers - Personnel appointments, Gift - Gifts & grants, Other - Ordinances, SOMRs, Charter amendments

RTM Meeting Analysis

RTM	Budget Overview				Education				Finance				Health & Human Services				Labor Contracts			
	Appn	Pers	Gift	Other	Appn	Pers	Gift	Other	Appn	Pers	Gift	Other	Appn	Pers	Gift	Other	Appn	Pers	Gift	Other
Percent	25%			75%	41%	8%	16%	35%	55%	2%	9%	34%	12%	60%		28%	39%			61%
Avg / Total	4			12	26	5	10	22	83	3	14	52	12	59		27	12			19
Jan 09									4				2	2			1			
Dec 08									3					5			1			
Oct 08				1				2	2			4		1		3	1			2
Sep 08				1	1			2	2		1	2				1				2
Jun 08					3	1	1		8											
May 08	1				2				2				1				1			
Apr 08						1					1			2						
Mar 08									4	1		1		5						
Jan 08					1				2					6						
Dec 07								1	1								1			
Oct 07								1				1								1
Oct 07									3			2	2			1				1
Sep 07					1				2			2				1				
Jun 07					2		2		4		1	4		4		1				
May 07	1				1				1			1	1				1			1
Apr 07				2	2			2	1		1	2		1		2				2
Mar 07				2	1			3	3			4		6		2				2
Jan 07					1				1							2				
Dec 06				1		1		1			2	1				1				1
Oct 06				1			1	2			1	6		1		3				2
Sep 06				1				1	6			2		4		1				1
Jun 06				1	1		1		5			4		5						1
May 06	1				1				1				1							
Apr 06				1				1	2			5		3		1				1
Mar 06				1	1		1	2	3	2	1	3	3	6		2	1			1
Jan 06					1			1	1			1								
Dec 05					1	1	1		1											
Oct 05							1	1			2	3		1		2				1
Sep 05							1	1	2		1	1		3		1	1			
Jun 05					1	1			10		2	2		2		1	3			
May 05	1				1				1				1							
Apr 05					2		1		2		1	1		2		2				
Mar 05					1				2											
Jan 05					1			1	4				1				1			

RTM Meeting Analysis

RTM	Land Use				Legislative & Rules				Parks & Recreation				Public Works				Town Services				Transportation				
	Appn	Pers	Gift	Other	Appn	Pers	Gift	Other	Appn	Pers	Gift	Other	Appn	Pers	Gift	Other	Appn	Pers	Gift	Other	Appn	Pers	Gift	Other	
Percent	6%	59%	4%	30%	13%	5%	1%	81%	12%	24%	27%	37%	56%	9%	1%	33%	32%	29%	8%	32%	36%			64%	
Avg / Total	9	85	6	43	14	5	1	85	9	18	20	28	42	7	1	25	24	22	6	24	10			18	
Jan 09			2	1	1			1	1		1	1	1											1	
Dec 08		4		1				1				1	2				2	2							
Oct 08		1		2				4	1			1				1	1			1				1	
Sep 08		2		3				4			1	2	1			2		1	1	1				2	
Jun 08		2		1	1			1			1		3				1	1							
May 08	1				1			2	1				1				1						1		
Apr 08											1			2											
Mar 08		14		1		1		2		1	1		5				2	2						1	
Jan 08		5			1					4			1												
Dec 07								4				1	1				1	2						2	
Oct 07																									
Oct 07		1			1			2										1							
Sep 07		1		3				6		1	3	2	2			1		1		1					
Jun 07		2			2	1	1	4				1	1	1		1	1	1							
May 07	1				1			3	1			1	1				1				1		1		
Apr 07		2	1	2				3			1	3				2								2	
Mar 07		3		4	1	1		5				3	1			3		3						2	
Jan 07		1		1				2								1									
Dec 06				2				1				1				1	1		2		1			1	
Oct 06		3		3				5		2	3	1				1								1	
Sep 06	2	3		2	1			3	1	5		2	4			1					1	2		1	
Jun 06		8		4				4		5	2	2	4			2							5		1
May 06	2				2			2	2				1				1						1		
Apr 06		1		2				5				2		1		2		2		2			4	1	3
Mar 06	1	7		2		1		2	1		1	2	2			2	1	3					1		1
Jan 06				1								1	1			1								1	1
Dec 05		1											1		2										
Oct 05		1	1	2				4				2											1		
Sep 05		5		3				2					1		1		2		1			1			1
Jun 05		11	2	2		1		8			1		6	1		1	4								
May 05	1				1			2	1				1				1						1		
Apr 05		7						2					1			1	2		1						
Mar 05	1			1	1			1																	
Jan 05													1											1	

APPENDIX D

TENURE OF DISTRICT AND COMMITTEE CHAIRS

COMMITTEE CHAIRS

Committee	Current Chair	Years	Longest Tenure	Years
Appointments	Von Keyserling	2	Marsh	10
BOC	Petrucelli	2		
Education	Brady	10	Metz	14
Finance	Frederick	4	Crane	20
Health& Human Services	Isaacson	4	Johnson	20
Land Use	Bloomer	10	Nickerson	8
Legislative&Rules	Wells	16	MacKenzie	28
Parks&Recreation	Sadik-Khan	6	Taylor	14
Public Works	Melick	2	Kennedy	10
Town Services	Delman	2	Strain	23
Transportation	DiMarco	6	Garner	8

DISTRICT CHAIRS

District	Current	Years
1.	Goss	16
2.	Geiss-Robbins	2
3.	Tuthill	14
4.	McKnight	6
5.	Ferry	10
6.	Jenkins	10
7.	Stauffer	6
8.	Boutelle	2
9.	Frumin	4
10.	Caldwell	18
11.	Kennedy	6
12.	May	6

APPENDIX E

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.

(Note: The Special Committee edited for clarity and uniformity of format the descriptions of the standing committees as they currently appear in the Appendix to the Rules. No change in substance is intended except for the Transportation Committee.)

A. APPOINTMENTS COMMITTEE

Operational Responsibility:

- Interviews and evaluates nominees to town boards, commissions and agencies.
- May recruit, evaluate and propose candidates for Boards, commissions, and agencies when Board of Selectman fails to submit nominations within three months of the expiration of a term of office or the incidence of a vacancy.
- Proposes nominees for permanent Special Committees of RTM including Claims Committee, CPRC Committee, Labor Contracts, Condemnation Commission, and the Flood and Erosion Control Board.

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.

BUDGET OVERVIEW COMMITTEE:

Operational Responsibility:

- Reports on the development of the operational 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.

- 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 reports periodically to the RTM on their budgetary impact.

Overlapping Responsibility:

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

Operational Responsibility:

- Reviews the current financial operations of the Town as they are submitted to the RTM or as the Finance Committee deems necessary.

- Studies, analyzes and evaluates all interim appropriations and gifts over \$50,000.
- Reviews expenditures relative to municipal property and liability insurance including types and amounts of insurance carried, self-insurance, risk management programs, and financial contingency plans.
- Reviews all Reserves and Contingency accounts.
- Reviews all proposed leases or rental agreements. Reviews all proposals for acquisition or disposal of Town properties.

Budgetary Responsibility:

- Reviews all appropriations and budgets for:
 - Finance Department, Assessor, Comptroller, Tax Collector, Treasurer
 - Retirement Board
 - Pension and Trust Funds
 - Board of Assessment Appeals
 - Fixed Charges

Overlapping Responsibility:

- For all items over \$50,000: with appropriate functional committee.

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 and general overseeing of the disposal of solid and toxic waste and composting, and septic systems.
- Reviews operations of the Nathaniel Witherell.
- Reviews functioning of the Greenwich Emergency Medical Service.
- 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 and efficiency of the Social Services and Health Departments and Commission on Aging 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.
 - Greenwich Emergency Medical Service.
 - Greenwich Community Development Program Funds.
 - Commission on Aging.

Overlapping Responsibility:

- For the financial items over \$50,000: with the Finance Committee.
- For youth programs at Town Civic Centers: with the Parks and Recreation Committee.

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 all items of municipal improvement status.
- Reviews planning of transportation initiatives.
- Reviews all items of the Conservation Commission.
- Reviews purchase, sales, or leases of Town real property.
- Reviews any updates of the Town's " Plan of Conservation and Development" and amendments thereto.
- Reviews all grants and easements.
- 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.

Budgetary Responsibility:

- 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.
- Flood and Erosion Control Board.

Overlapping Responsibility:

- For the financial items over \$50,000: with Finance 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, citizens petitions, 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.
- Prepares revisions of RTM Rules, Appendices and Town Charter for the Town Clerk.
- Periodically updates RTM Rules for distribution to Town Clerk and RTM.

Budgetary Responsibility:

- Law Department
- Probate Court

Overlapping Responsibility:

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

H. PARKS AND RECREATION COMMITTEE

Operational Responsibility:

- Reviews operations of department concerned with parks, recreation, and marine facilities and the Griffith E. Harris Golf Course.

Budgetary Responsibility:

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

Overlapping Responsibility:

- For financial items over \$50,000: with Finance Committee.
- For youth programs at Town civic centers: with the Health and Human Services 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.
- Provides ex officio representation on school building committees.
- Reviews transportation issues such as traffic control, traffic flow, and highways and parking.

Budgetary Responsibility:

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

Overlapping Responsibility:

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

J. TOWN SERVICES COMMITTEE

Operational Responsibility:

- Reviews operations of departments concerned with public safety.
- Reviews operations of Purchasing 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.
- Reviews Board of Ethics.
- Reviews Shellfish Commission.

Budgetary Responsibility:

- Reviews all appropriations and budgets including all programs, divisions and personnel for:
 - Fire Department
 - Police Department
 - Purchasing Department
 - Administrative Services Center
 - Representative Town Meeting
 - Office of First Selectman and Board of Selectman
 - Town Clerk
 - 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

APPENDIX F

DESCRIPTIONS OF SPECIAL COMMITTEES

CAPITAL PROJECTS REVIEW COMMITTEE (CPRC)

1. Operational Responsibility:

- a.) Evaluate and report on the long term financial implications associated with the First Selectman's Capital Improvement Projects Budget (CIP);**
- b.) Evaluate and report on the comparative advantages of pay as you go versus short term bonding or other financial for CIP;**
- c.) Evaluate and report on the estimated project costs for the current and out-year appropriations to ascertain whether they include adequate provisions for cost increases, contingencies and soft costs;**
- d.) Evaluate and report on the effect of an unanticipated capital requirement on the capital budget;**
- e.) Analyze the capital budget approved by the First Selectman each year and report on the status of major projects previously appropriated including current estimated completion costs and date;**
- f.) Evaluate and report on proposed new projects with special attention to those over \$1,000,000;**
- g.) Identify for the RTM new projects for which costs will be appropriated in more than one year and whether the first year's appropriation effectively obligates the Town to appropriations in subsequent years;**
- h.) Review and report on proposed projects' consistency with the Plan of Conservation and Development;**
- i.) Identify for the RTM projects that should be eliminated from the capital budget and the reasons therefore;**
- j.) Identify projects that were eliminated from the prior year's budget and the reasons therefore;**
- k.) Identify for the RTM projects for which there were significant changes in scope, cost estimates or completion date since appropriation;**

1.) Identify for the RTM projects which should be but are not included in the CIP:

m.) Provide a delegate and alternate nonvoting member to the First Selectman's CIP Committee.

2. Composition:

The CPRC shall consist of seven (7) members, 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 member shall continue thereafter until a successor shall have been appointed, and further provided that said members continue to be members of the RTM.

3. Election of Officers:

Officers shall be elected by the members of the CPRC from among their number as soon as convenient following their appointment. Votes shall be by written ballot, and a majority of the committee members 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 officers at the next meeting.

4. Meetings:

The chairman shall convene CPRP meetings to plan and carry out the work of the committee. All meetings shall be posted in compliance with the Freedom of Information Act.

5. Reports:

The CPRC shall report to the RTM at its April meeting (or May if there is no April meeting) on its findings with regards to the proposed CIP appropriations and bonding, and shall recommend such action as it deems necessary to protect the Town's fiscal stability and interests. It shall also review the CIP process and recommend such changes as it considers advisable at the June RTM. It shall report to the RTM at such other times as it deems appropriate.

6. Minutes:

The minutes of all meetings of the CPRC shall be filed with the Town Clerk in compliance with the Freedom of Information Act. Such records shall be public records and shall be maintained for three terms after the end of the term to which they apply.

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.

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 five 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.

APPENDIX G

DRAFT LANGUAGE FOR RULE CHANGES OR ADDITIONS

(Note: The draft language shown here is for two of the Special Committee's recommendations. There are others that will require new language if they are approved by the RTM. The Special Committee expects the Legislative & Rules Committee will draft this language at the appropriate time.)

Proposed language of rule change relative to oral reports at the May Budget Meeting. To be inserted as Paragraph 2 in III, G MAKING STANDING COMMITTEE REPORTS:

2. At the May Budget Meeting, provided that the standing committee report has been disseminated by email or by posting on the Town website by the Friday prior to the Meeting, budget, and provided further that no more than one negative vote was cast by the members of the standing committee considering a Town department budget, then the report to the RTM concerning that department budget shall be limited to its recommendations, the vote thereon and the districts not represented at the committee meeting. The Finance and Budget Overview Committees are exempt from this rule.

Proposed language of a new rule to require a second reading:

RESOLVED that no 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 signed by at least twenty (20) registered voters (all of the above are hereinafter "The Proposed Resolution"), shall be voted upon unless it has been subject to the following procedure:

It shall be placed on the Call of an initial Representative Town Meeting, and shall be referred to the appropriate committee for review. The Proposed Resolution shall then be presented at the initial Representative Town Meeting;

Except in the case of an emergency, as defined below, no final action shall be taken on The Proposed Resolution without first being placed on the Call not sooner than the next regularly scheduled Representative Town Meeting. It shall be referred to the appropriate committee for a second reading, revisions and/or committee voting. It may then be considered and voted upon at a subsequent Representative Town Meeting.

An emergency is defined as a situation requiring immediate action to protect public health or safety, or to protect the Town's financial interests. In an emergency, The Proposed Resolution may be voted upon without second reading. A two-thirds affirmative vote of the members present and voting shall be necessary to move The Proposed Resolution for a vote in such an emergency.

APPENDIX H

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 has 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. In as much 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 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.
- 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 Selectman.
- 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.
- 6.) 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.