

**UNANIMOUSLY APPROVED & ADOPTED
BY THE RTM ON APRIL 10, 2024.**

Lisa E. Arpin, MMC Branford Town Clerk

As approved by R&O

March 19, 2024

**Proposed Amendment of Town Code - RTM Rules, Committees, C. Rule 4.3.4
Committee responsibilities and E. Rules 4.5.1 and 4.5.2 Committee reports**

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BRANFORD TOWN CLERK

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C. Rule 4.3. Committee responsibilities (general).

(1) It shall be the function and responsibility of all standing or special committees to provide accurate and up-to-date information to the RTM in their assigned areas, to maintain contact with the appropriate elected and appointed officials of the Town, to consider and recommend action to the RTM on proposed and pending legislation affecting their assigned areas and to perform such other functions as may be assigned to them by the Moderator or RTM from time to time.

(2) It shall be the duty and responsibility of each standing or special committee to submit a report in accordance with Subsections D and E, to the RTM on each item referred to it for consideration, for the purpose of advising the RTM as to recommended action on such matters.

(3) Nothing in these rules shall be interpreted as to limit in any way the introduction of recommended legislation, motions or discussions by any RTM member or elector of the Town, in accordance with the Charter, on any subject of proper interest to the RTM.

(4) It shall be the duty and responsibility of each standing or special committee to choose a clerk who shall be responsible for taking the minutes of said committee meeting. The committee clerk shall prepare the minutes of each meeting and shall deliver said minutes to the Town Clerk and RTM Clerk not later than seven days after said meeting, or prior to the expected action by the full RTM. The minutes shall be posted on the Town's website. [Added 3-10-2021]

E. Rule 4.5. Committee reports.

(1) Content. Committees shall report their actions and recommendations in their minutes per rule 4.3 (4). In particular, the minutes shall contain the following information: members present, recommendations for action by the RTM, members voting affirmatively, and other information deemed pertinent. The votes of each member upon any issue before a committee shall be recorded in the minutes of the meeting at which taken.

(2) Presentation. In addition to the written minutes submitted per rule 4.3 (4), reports of committee recommendations and actions shall normally be given to the RTM orally by the committee chair. Such a report shall include the recommendation made and the number in favor and against such recommendation. The oral report shall contain a brief description of the item and the reason for the recommended action. Any committee member dissenting from the majority committee recommendation may make a minority report, with a brief explanation of why the full RTM should not adopt the majority recommendation.