

**RTM RULES & ORDINANCES COMMITTEE**  
**Town of Branford**



Adrian Bonenberger, Dan Adelman, Susan Dahill, Ray Ingraham, Peter Black, Trish Anderson  
Peter Hentschel, Chair

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**SCHEDULED MEETING**

February 20, 2024, 7:00 PM  
Branford Community Center

1. Call to Order
2. Roll Call
3. Decision to hold the March meeting of the Committee via Zoom
4. To consider, and if appropriate, approve an amendment to the Town Code, Chapter 17, Cosgrove Animal Shelter Commission, § 17-2 Membership to remove the reference to the Town of North Branford. (proposal attached)
5. To consider, and if appropriate, approve an amendment to the Town Code, to change RTM Rule E. 8.5. Amending, altering or suspending the rules, (2) Suspension of the Rules, to require a supermajority to suspend the Rules. (proposal attached)
6. To consider, and if appropriate, approve an amendment to the Town Code, to change RTM Rule E. 8.5. Amending, altering or suspending the rules, (1) Alteration or Amendment of the Rules, to require a supermajority to alter or amend the Rules. (proposal attached)
7. To consider, and if appropriate, approve an amendment to the Town Code, RTM Rules, E. Rule 4.5. Committee responsibilities (general) to clarify and coordinate long standing references to Reports and more recent requirements for Meeting Minutes. (proposal attached)
8. Other Business
9. Adjourn

Respectfully Submitted  
Peter Hentschel  
Chair, RTM Rules & Ordinances Committee

*Paul S. Ingraham*  
BRANFORD TOWN CLERK

2024 FEB 16 P. 1:05

RECEIVED

**DRAFT**

*For R&O review*

**Proposed Amendment of § A236-4 Committees, E. Rule 4.5. Committee reports**

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 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. A committee report shall contain the following information: members present, members voting affirmatively, recommendations for action by the RTM and other information deemed pertinent. A minority report or reports may be presented.

(2) Presentation. A written copy of the committee report shall be given the RTM Clerk before or during the meeting at which it is presented for, including it in the RTM records. At the request of the committee, a copy of the report will be sent to each member along with the call and agenda for the meeting at which the report is to be presented.

(3) Required committee reports may be conveyed in the form of a line-item in the committee's Meeting Minutes. If delivered as a part of the committee Meeting Minutes, the report line item shall include all of the information required by E. Rule 4.5.(1) and the Meeting Minutes shall be conveyed to the RTM Clerk as required by E. Rule 4.5.(2)

WANTON NICHOL DISCUSSIONS  
*[Signature]*

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*DRAFT*

*For R&O review*

Proposed Amendment of Chapter 17, **Cosgrove Animal Shelter Commission.**

**§ 17-2 Membership.**

*Current language:*

Said Commission shall consist of seven members, at least six of whom shall be residents of the Town of Branford and one of whom may be a resident of the Town of North Branford, and shall be appointed by the Branford Board of Selectmen. Not more than four members shall at the same time be members of the same political party. Members shall serve without compensation.

*Amendments:*

Said Commission shall consist of seven members, at least six of whom shall be residents of the Town of Branford and one of whom at the discretion of the Board of Selectman may be a non-resident of the Town ~~resident of the Town of North Branford~~, and shall be appointed by the Branford Board of Selectmen. Not more than four members shall at the same time be members of the same political party. Members shall serve without compensation.

***Final Proposed:***

Said Commission shall consist of seven members, at least six of whom shall be residents of the Town of Branford and one of whom at the discretion of the Board of Selectman may be a non-resident of the Town, and shall be appointed by the Branford Board of Selectmen. Not more than four members shall at the same time be members of the same political party. Members shall serve without compensation.

*W. E. ...*  
BRANFORD TOWN CLERK

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**DRAFT**  
*For R&O Review*

**Proposed Amendment of RTM Rule E. 8.5 (2)**

1/11/24

**Proposed Amended Version:**

E. Rule 8.5. Amending, altering or suspending the rules.

(2) Suspension of any of the rules herein shall require the vote of a majority  $2/3$  of the members present and shall be for a specified purpose; after the accomplishment of such purpose, the rule or rules suspended shall be in force as before the suspension.

*Handwritten signature*  
FORWARDED TO: JIM CLARK

2024 FEB 16 P 1:04

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*Draft*  
*For R&O Review*

**Proposed Amendment of RTM Rule E. 8.5 (1)**

1/11/24

**Proposed Amended Version:**

E. Rule 8.5. Amending, altering or suspending the rules.

(1) These rules shall not be altered or amended except by vote of at least a majority 2/3 of the members present at a meeting and unless such alteration or amendment be on the call and agenda of the meeting, and the wording of such rule change is posted with the agenda.

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2024 FEB 16 P 1:05  
MARI S. [Signature]  
SEANWORLD TOWN CLERK