

TOWN OF BRANFORD
REPRESENTATIVE TOWN MEETING
RULES & ORDINANCES COMMITTEE
REGULAR MEETING
TUESDAY, MARCH 21, 2023, 7:30 PM

The Rules and Ordinances Committee of the Representative Town Meeting of Branford will meet on Tuesday, March 21, 2023, at half-past seven o'clock p.m. This meeting will be held remotely, solely via ZOOM, see Public Act 22-3. All speakers will be asked to identify themselves before they speak.

Join Zoom Meeting

<https://us02web.zoom.us/j/82230439898>

Meeting ID: 822 3043 9898

One tap mobile

+16469313860,,82230439898# US

+19292056099,,82230439898# US (New York)

The following items will be discussed:

1 . To consider, and if appropriate, adopt a policy for virtual meetings into our Town Meeting Rules. Draft attached.

Peter Black

Chair

Rule 8.6 Virtual Meeting Rules of the RTM

(1) For the purposes of this section of the RTM rules, a virtual meeting is any meeting of the full RTM or its committees that is held on a virtual meeting platform such as Zoom or Google Meet, or other technology. These virtual meetings will be held using an official platform that is used by The Town of Branford for other Town agencies' virtual meetings.

(2) Branford RTM virtual meetings will follow the policies as outlined in PA 22-3 of the Connecticut General Statutes, as amended or until repealed.

(3) Virtual Meeting Selection.

a. Meetings can be changed to virtual by the Moderator or Chair.

b. Should the members of a committee and the Chair disagree on meeting format, a simple majority of the committee shall decide the meeting format, in accordance with Robert's Rules and Appealing a Decision of the Chair.

c. All meeting agendae will clearly describe the format for the meetings and include log-in information for members and the public. Agendae will be noticed and posted at least 48 hours prior to the meeting

(4) Virtual meeting Practices

- a. A Virtual Host is the person who is controlling the virtual meeting platform (admitting attendees, watching the chat for questions, removing disturbances, etc)
- b. The virtual host of any virtual meeting must be a member (including ex-officio members) of the body conducting the meeting
- c. The virtual Host of the meeting will be clearly noticed at the start of any virtual meeting via spoken announcement by the Moderator or Chair of the meeting. In most cases, the Moderator or Chair will set up the meeting as Host, then, with an announcement, transfer Host designation to another member.
- d. All virtual meetings will utilize a "waiting room" feature and the virtual Host of the meeting will allow members and the public into the meeting.
- e. The virtual Host of any virtual meeting can remove an attendee that is being disruptive only at the spoken direction of the Moderator Chair of that meeting.