



# Town of Groton, Connecticut

45 Fort Hill Road  
Groton, CT 06340-4394  
Town Clerk 860-441-6640  
Town Manager 860-441-6630

## Meeting Agenda

### RTM Rules & Procedures Committee

---

Wednesday, March 09, 2016

6:00 PM

Groton Senior Center - Classroom A

---

#### SPECIAL MEETING

---

1. CALL TO ORDER
2. ROLL CALL
3. UNFINISHED BUSINESS
4. NEW BUSINESS

**2016-0066 Recommended Changes to the Rules of the 30th RTM**

**Referral to the Representative Town Meeting (RTM) Permanent Rules Committee**

The following referral is to recommend changes to the Rules of the 30th RTM. This referral was made by Rep. Wilson on February 10, 2016.

**Rule 3.7 states:**

“The Moderator shall guarantee the right of speech to every citizen of the Town of Groton at RTM meetings. This privilege shall be controlled under Section 5 (D) Citizens' Petitions and under Section 3.7.1.”

**Recommended change:** Insert the words “City and” between the words “the” and “Town” as follows - “citizen of the City and Town of Groton”.

**Rationale:** The RTM contains elected representatives from both the City of Groton as well as the Town of Groton and as such, citizens of each municipality have the opportunity to address the RTM during Citizens' Petitions. This change is merely to address a clerical matter in the rules.

**Rule 6.4.1.2 states:**

“A written copy of the committee report/minutes and any minority report shall be given to the Clerk of the RTM within seven (7) days of the committee meeting. Votes on any matter must be available within 48 hours of the meeting. If the committee report is presented at an RTM meeting sooner than seven (7) days after the committee meeting, the written report must be given to the Clerk of the RTM at that RTM meeting. At the request of the committee chair, a copy of the committee report will be sent by the Clerk of the RTM to each RTM member, with the agenda, for the meeting at which the report is to be presented.”

**Recommended change:** Change the third sentence to read, “If the committee report is presented at an RTM meeting sooner than seven (7) days after the committee meeting, the written report must be given to the Clerk of the RTM at that RTM meeting, if available or within 48 hours of the meeting if not.”

**Rationale:** Often, committee meetings are held the same night as the RTM meeting in which a referral/issue is being reported on. Depending on the manner in which the committee minutes are recorded, electronically or hand-written, the minutes may not be ready or available to be given to the Clerk of the RTM at the RTM meeting. This change will allow for the report of the committee to be presented and the minutes to follow in an expeditious manner.

5. **Consideration of Committee Referral Items as per Referral List**
6. **ADJOURNMENT**

**For the committee to meet, we need a quorum. Please let the clerk's office (441-6644) know ASAP if you will not be able to attend this meeting.**