

**(21-20) RESOLUTION OF THE REPRESENTATIVE TOWN MEETING
OF THE TOWN OF DARIEN TO AMEND APPENDIX B, PART IV, SECTION 4
OF THE RULES OF PROCEDURE OF THE
REPRESENTATIVE TOWN MEETING**

**Primary – RTM Rules Committee Technology SubCommittee
Secondary – TGS&A**

WHEREAS, Appendix B, Part IV, Section 4 of the Rules of Procedure of the Representative Town Meeting currently provides that the Warning, Agenda and Resolutions shall be mailed by the Town Clerk to each member of the Representative Town Meeting; and

WHEREAS, it is desirable to offer the members the option of receiving the notifications by mail or electronically; and

WHEREAS, it is proposed that Appendix B be amended so that the process be more cost effective and efficient.

BE IT RESOLVED that Appendix B, Part IV, Section 4 be amended to read as follows:

Warnings shall be given by the town clerk, shall be in writing, and shall state the date, place, time and agenda for the meeting. The warning and agenda shall be published in a local newspaper according to the time specified in PART IV- Sec. 3 of the rules. The warning and agenda, and resolutions shall be posted to the town's website, and electronically distributed and mailed to each RTM member. Upon the request of any member of the RTM, the information will be electronically distributed but not mailed to the member.

The RTM Rules Technology Subcommittee is proposing a change to the RTM Rules of Procedure with respect to the distribution of Warnings, Agendas, and Resolutions for full RTM meetings.

The recommendation is to provide all RTM members with this information electronically and allow members to Opt-out of receiving the information thru the mail. This assures that anyone who wants a mailed copy can get it, but for those that do not, time and postage in the Town Clerk's office can be saved.

Additional note: Minutes and back-up materials are already provided only electronically. All materials are available on the town website.

Process:

We propose adding a question to the Preference sheet that all members fill out:

*All Warnings, Agendas and Resolutions for full RTM Meetings are distributed electronically. Do you also want this information mailed to you? Yes _____
No _____*

If a person does not fill this out, they will receive the information by mail in addition to electronically.

This action will begin with the 2021-2022 RTM session which starts in November 2021.

We appreciate your comments and your support for this change.

RTM Rules Technology Subcommittee

June 3, 2021

Lois Schneider Chairperson

Mark Adiletta

Mike Wheeler

Cc: TGS&A

Seth Morton