

## Special Rules of Order

### Branford Representative Town Meetings

Recognizing that the Representative Town Meeting (RTM) is, in fact, a meeting of the elected town representatives, but that public comment on the affairs of the town is both desirable and important, time will be set aside at the beginning of each RTM for public comment on any subject, with the following provisions:

1. The time allowed for public comment shall be 20 minutes, unless the time is extended by a 2/3 vote of the Representatives.
2. Any taxpayer to the Town of Branford shall have the right to address the RTM during the public comment period.
3. A sign-in sheet shall be provided at the entry to the meeting room for taxpayers to indicate their wish to comment during the public comment period.
4. Taxpayers shall be recognized to speak in the order in which they signed in.
5. If time remains after those who signed in have spoken, the floor may be opened to those who did not sign in, or who wish to speak a second time.
6. Any citizen wishing to speak a second time shall yield to anyone who has not yet spoken.
7. Outside of the public comment period of a RTM meeting, the vote of a majority of the RTM members may grant an exception to anyone giving permission to address the RTM on a specific topic.
8. The RTM may, by a 2/3 vote, impose sanctions on anyone who disrupts a meeting, including but not limited to:
  - Cannot speak at the meeting
  - Dismissal from the meetingOR
  - The meeting may be moved to a private room or the RTM may set the date for an adjourned meeting (a continuation of the disrupted meeting).
9. If the time for public comment expires, any citizen unable to speak during the comment period shall be placed at the top of the speaker's list for the next RTM on request.

During the public comment period of RTM meetings:

1. Those wishing to be recognized shall stand, if able, and give their name and address when recognized.
2. Each speaker may speak for 3 minutes.
3. The RTM will hear comments from citizens and may ask questions to obtain further information. However, the RTM members are not required to comment or answer questions at the meeting. Citizens can expect an answer to a specific question before or at the next RTM meeting, if possible. If the RTM does not have an answer by the next meeting, the RTM will provide the owner with an update concerning the question.