



TOWN OF FAIRFIELD
611 OLD POST ROAD
FAIRFIELD, CONNECTICUT 06824-6690
(203) 256-3090

OFFICE OF THE TOWN CLERK

ELIZABETH P. BROWNE, MMC, MCTC
TOWN CLERK

September 7, 2022

Dear District 4 RTM Members:

Your district needs to meet to fill the vacancy created by the resignation of Alice Kelly. The Charter requires the remaining members of the district to meet and elect a replacement within 30 days (copy of section enclosed).

Please plan to meet by phone on Friday, September 9, 2022 at 4:00 P.M. at Fairfield Woods Public Library, 1147 Fairfield Woods Road, Fairfield, CT.

The clerk of your meeting must complete the enclosed form and file it with the Town Clerk. In order to participate in the RTM meeting, the new member must take an oath of office, which I will gladly administer in my office.

Please call me at 256-3090 if you have any questions.

Sincerely,

Elizabeth P. Browne
Town Clerk
Town of Fairfield

Enc.

cc: Laura Karson
Marcy Spolyar
Elizabeth Zezima

NOTICE TO FAIRFIELD TOWN CLERK:

Representatives of the _____ District met on _____,
date

at _____ AM/PM for the purpose of filling the vacancy created by

(Name of former RTM Member).

Present were

(Names of Present members)

By majority vote of those present, _____ was
elected Chairman and _____ was elected Clerk.

Those present elected _____ (name)
of _____ (address)
to fill the unexpired term. The vote was _____ in favor and _____ opposed.

Clerk's signature

Date

Chairman's Signature

G. Resignation and Vacancies

i. Any member may resign by filing a written notice of resignation with the Town Clerk and such resignation shall take effect upon the date specified in the notice or, if none is specified, upon the date of filing.

ii. Any vacancy in the office of RTM member from whatever cause arising shall be filled for the unexpired portion of the term at a special meeting of the members of the district in which the vacancy occurs, called for that purpose by the Town Clerk within thirty days after the vacancy occurs.

iii. If the person previously occupying the office which is vacant was elected as a nominee of a political party, the vacancy shall be filled by a person registered with the same political party.

iv. The Town Clerk shall cause notice of the meeting to be delivered to each member not less than three days before the time set for the meeting.

v. Such meeting shall elect its own chairman and clerk and shall vote by ballot. The election of a member as chairman or clerk shall not disqualify the member from voting.

vi. A majority of the remaining members from such district shall constitute a quorum, and a majority vote of those present shall elect.

vii. Each of the remaining members, including the chairman and clerk of the meeting, shall have one vote.

viii. If for any reason such vacancy is not filled within a thirty-day period, the Town Clerk shall report such vacancy to the Moderator and the matter of filling such vacancy shall be placed on the call of the next regular RTM meeting.

ix. A majority vote of members of the RTM present and voting on such vacancy shall elect.

x. The successful candidate shall be deemed a duly qualified member for the remainder of the unexpired portion of the term upon filing with the Town Clerk a certificate of his election signed by the chairman of such special meeting of the district or by the Moderator of the RTM.