



TOWN OF FAIRFIELD
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OFFICE OF THE TOWN CLERK

ELIZABETH P. BROWNE, MMC, MCTC
TOWN CLERK

November 29, 2023

Dear District 9 Representatives:

Your district needs to meet to fill the vacancy created by Christine Brown's resignation. The Charter requires the remaining members of the district to meet and elect a replacement.

Please plan to meet via Webex at 1:30 PM on Monday, December 4, 2023 via Webex.

Webex 3 Summary: <https://tofit.my.webex.com/join/community>

By phone: Dial 510-338-9438. Enter Access Code or Meeting Number: 126 944 3035 #

From the Webex app, connect to meeting #: 126 944 3035 #

The clerk of your meeting must complete the enclosed form and return it to me after you have voted. In order to participate in the RTM meeting, the new representative will need to take the oath of office. If I am not available, either one of my Assistants may administer the oath.

Sincerely,

Elizabeth P. Browne, MMC, MCTC
Town Clerk

Enclosures

cc: Dru Georgiadis
Lisa Havey
Karen Wackerman

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.