

# PROCEDURE

## INTRODUCE A NEW ORDINANCE OR REVISE AN EXISTING ORDINANCE

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### NAME OF ORDINANCE

1. Commission, Board or a Town Resident, who is a Registered Voter, presents Ordinance proposal to Board of Selectmen for review.
2. Board of Selectmen reviews Ordinance, then submits to Town Counsel for review and proper verbiage.
3. Board of Selectmen posts Notice of Public Hearing on Ordinance.
4. Board of Selectmen posts notice of Town Meeting to vote on whether or not to adopt the Ordinance.
5. Town Clerk publishes approved Ordinance in the most widely circulated newspaper.
6. Ordinance goes into effect, fifteen (15) days after publication.

### PROCEDURE TO FOLLOW

(Date and Sign Check-off List as Procedure is Followed)

Date _____	Signature _____	Ordinance presented to BOS for review. (1 <sup>st</sup> Selectman or designee)
Date _____	Signature _____	BOS reviews ordinance, submits to Town Counsel for Review (1 <sup>st</sup> Selectman or designee)
Date _____	Signature _____	Town Counsel reviews. Prepares proper verbiage. (Town Counsel)
Date _____	Signature _____	Public Hearing (Moderator)
Date _____	Signature _____	Town Meeting (Moderator)
Date _____	Signature _____	Town Clerk publishes Ordinance (Town Clerk)
Date _____	Signature _____	Effective Date of Ordinance (Town Clerk)

September 16, 2004

First Selectman Susan A. Cable  
C/o Town Hall  
10 Maple Avenue  
Beacon Falls, CT 06403

Dear Susan:

Please be advised that at its meeting on September 13, 2004, the Board of Selectmen appointed you to serve as a member of the newly created **Ordinance Review Committee**.

I will be contacting you as well as other members of this committee to set up a meeting.

The purpose of this committee will be to review all of the Ordinances we have adopted and are on file. We need to know what exactly which ordinances are in place, what changes in them might be needed, and offer suggestions for new ordinances that need to be written and adopted.

Congratulations on your appointment! I look forward to working with you on this most important committee.

Thank you.

Sincerely,

Susan A. Cable  
First Selectmen

SAC/kaw

Cc: Ordinance Committee: Leonard D'Amico  
David R. Scott  
Bernard Molleur  
Kurt Novak  
Susan A. Cable

**PROCEDURE**

# TO INTRODUCE A NEW ORDINANCE OR REVISE AN EXISTING ORDINANCE

7. Commission/Board/etc. presents Ordinance proposal to BOS for review.
  - a. A Town Resident who is a Registered Voter may present an Ordinance for review.
8. BOS reviews Ordinance, then submits to Town Counsel for review and proper verbiage.
9. BOS schedules Public Hearing on Ordinance.
10. BOS schedules Town Meeting to vote on whether or not to adopt the Ordinance.
11. Town Clerk publishes Ordinance in the most widely circulated newspaper.
12. Ordinance goes into effect.

## PROCEDURE TO FOLLOW

(Date and Sign Check-off List as Procedure is Followed)

Date _____	Signature _____	Ordinance presented to BOS for review.
Date _____	Signature _____	BOS reviews ordinance, submits to Town Counsel for Review
Date _____	Signature _____	Town Counsel reviews. Prepares proper verbiage.
Date _____	Signature _____	Public Hearing
Date _____	Signature _____	Town Meeting
Date _____	Signature _____	Town Clerk publishes Ordinance
Date _____	Signature _____	Effective Date of Ordinance

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David R. Scott  
Bernard Molleur  
Kurt Novak  
Susan A. Cable

**TOWN OF BEACON FALLS  
ORDINANCE REVIEW COMMITTEE  
C/O TOWN HALL  
10 MAPLE AVENUE  
BEACON FALLS, CT 06403**