PROCEDURE

INTRODUCE A NEW ORDINANCE
OR REVISE AN EXISTING ORDINANCE

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)

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
<th>Ordinance presented to BOS for review.</th>
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<td>(1st Selectman or designee)</td>
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<tr>
<th>Date</th>
<th>Signature</th>
<th>BOS reviews ordinance, submits to Town Counsel for Review</th>
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<td>(1st Selectman or designee)</td>
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<tr>
<th>Date</th>
<th>Signature</th>
<th>Town Counsel reviews. Prepares proper verbiage.</th>
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<tr>
<th>Date</th>
<th>Signature</th>
<th>Public Hearing</th>
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<th>Date</th>
<th>Signature</th>
<th>Town Meeting</th>
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<tr>
<th>Date</th>
<th>Signature</th>
<th>Town Clerk publishes Ordinance</th>
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<td>(Town Clerk)</td>
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<tr>
<th>Date</th>
<th>Signature</th>
<th>Effective Date of Ordinance</th>
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THIS PROCEDURAL FORM WAS ADOPTED BY BOARD OF SELECTMAN AT A SPECIAL MEETING
– JANUARY 18, 2005
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

September 16, 2004

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SAC/kaw
Cc: Ordinance Committee: Leonard D’Amico
    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