

A Proposal to Change Term Expiration Dates for Agencies Appointed by the RTM

(Explanos for Resolution to Amend Term Expiration Dates for the Flood and Erosion Control Board

revised December 22, 2016 2:05 PM)

Preface:

The resolution to amend the term expiration dates for the Flood and Erosion Control Board is part of a larger proposal explained herein. It is being submitted independently because, unlike other appointed agencies, the municipal code which defines the term expiration dates for the Flood and Erosion Control Board is located in the Code of Ordinances rather than the Town Charter. As such, amendments to this code need not be initiated by action of the Board of Selectmen.

A proposal to amend the expiration dates for the other appointed agencies has been adopted by the Appointments Committee. It was sent to the Board of Selectmen with the request that they consider the proposal and act to initiate the process to amend the Charter. If the Board of Selectmen do so, the process for amending the Charter will be initiated and come before the RTM at a later date.

Purpose

This document proposes amendments to sections of the municipal code of the Town of Greenwich which define term expiration dates for agencies appointed by the RTM (The term "appointed agencies" includes appointed agencies, boards, commissions, and committees). The results sought by these amendments would allow the RTM, Board of Selectmen, and Selectmen's Nominating Advisory Committee to better manage the process of appointing members to these governing and advisory agencies.

Upon revision and approval of this document by the Appointments Committee, the draft amendments will be shared with the chairmen of all agencies affected by this proposal in order to solicit their feedback and suggestions.

Final versions of these proposed amendments will be put in the form of resolutions and presented to the Board of Selectmen and the Representative Town Meeting to be acted upon in accordance with the processes outlined in the Town Charter.

Goals:

There are 2 results being sought through these proposed amendments.

One is to organize the annual calendar of appointments so that the term expiration dates for all agencies are distributed evenly throughout the year instead of all occurring on March 31.

The other is to minimize the risk of interruption to the functioning of Town Agencies due to excessive membership turnover by staggering the years in which some terms end so that the risk of interruption to business caused by excessive turnover is reduced.

A consequence of the above goals is a revision to the format in which code related to appointments are written. This is intended to provide consistency across agencies and establish designations so that appointments may be more easily tracked and managed.

The goal is to have a these resolutions come before the RTM in March of 2017, with an effective date of January 1, 2018.

Reasons For Pursuing These Changes:

Difficulties Stemming From a Single Expiration Date

The current March 31 term-ending date for all agencies¹ negatively affects the ability of the Appointments Committee to perform its function of advising the RTM in a number of ways. They include:

1. Preparation.

The high number of appointments due to expire on March 31st of the first year of a term makes it problematic, particularly for new members, to educate themselves on the functions of and issues related to specific agencies on which they are called to advise their districts.

2. Participation.

The number of times that the Appointments Committee must physically meet² to act upon these appointments impedes regular participation by members. This diminishes the ability of the committee to operate in a consistent manner.

3. Compliance.

The practical requirements of managing a backlog³ of appointments resulting from a single date expiration has resulted in a regular failure to meet the appointments processes outlined in both the Town Charter⁴ and the RTM rules⁵.

1 109 appointed members to agencies, excluding special committees and RTM representatives to agencies.

2 The Appointments Committee met 8 times in the 10 week period preceding the March 2016 RTM meeting

3 The number of regular appointments made by the RTM has grown steadily over the last 60 years. In 1951 the number of members appointed to agencies was 51. In 1969 the number was 63. By 1975 it had grow to 91. Today it stands at 122 excluding ad hoc bodies like the School Building Committee.

4 §306.b "Whenever appointment is by the Representative Town Meeting on nomination of the Selectmen or First Selectman, such nomination shall be made and submitted to the Town Clerk as Clerk of the Representative Town Meeting at least three (3) months prior to the commencement of the term for which the appointment is to be made". This code was adopted in 1951 when the number of positions for which the RTM was responsible to appoint was 42. Today this number is 129. Section 306 (a), added in 1985.06.10 Book 15 page 334 and the §3.H.1 of the RTM rules appear to have been efforts to address this issue without amending the municipal code. The current situation is a result of over 30 years of deferred maintenance.

5 § III.H of the RTM Rules: APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES

"1. . . .Nominations by the selectmen shall be transmitted to the Town Clerk. The Town Clerk shall notify in writing the chairman, or, if absent, the vice chairman, and the secretary of the Appointments Committee of the selectmen's nominations and of any RTM committee vacancies which the RTM is required to fill on its own motion. Within fourteen days after such notification, the Appointments Committee shall file with the Town Clerk (a) a report of its actions taken on the nominations by the Selectmen and (b) its nominations of candidates to be appointed by the RTM on its own motion, and a report with respect to such nominees. In the event of the necessity for filling a mid-term vacancy, the fourteen day period may be reduced upon direction of the Moderator.
Upon completion of the Call of the RTM, the Town Clerk shall immediately notify each nominee, in writing, of any standing committee(s) to which the nomination has been referred, and shall instruct the nominee to contact the chairman of such committee(s); the Town Clerk shall simultaneously notify said committee chairman of the referral(s) . . ."

Difficulties With Current Expiration Years.**Risk to Continuity of Business.**

Any appointed agency is subject to having its ability to conduct business disrupted by the exiting of a member(s) or members resulting from the completion of terms or mid term resignations. However, two agencies⁶ of the town carry an exceptional risk of losing over 40% of their membership in a single year and with others open to significant, if lesser than these two.⁷

Benefits***Benefits of Amending Expiration Dates*****1. Competence.**

A reduced work load in the first trimester in the initial year⁸ of an elected term affords all parties the opportunity to both obtain an understanding of the needs and responsibilities of appointed agencies and develop competence in participating the appointments process.

2. Planning and Organization.

Having the dates for appointments and nominations defined and distributed over an elected term will allow the Appointments Committee to adopt a more careful operating model from what is now a primarily reactionary mode.

Benefits of Amending Expiration Years

The benefit of minimizing potential for disruption to agency business is self explanatory. The amendments in this proposal are meant to reduce that potential.

6 The Board of the Nathaniel Witherell (5 of 9 members) and the Inland Wetlands and Watercourses Agency (3 of 7 regular members

7 Mass turnover creates an impediment to the functioning an agency. The BOS and SNAC would either need to identify 5 qualified, interested candidates at one time or subject the board to operating short- handed. Additionally, not only would incumbent members assume the work of those absent, but they would concurrently carry the burden of orienting and educating new members.

8 An even-numbered year. See "Overview of Data" on page 4

Considerations

Process

The term expiration dates for most⁹ of these agencies are stipulated in the Town Charter. As a consequence, adoption of these amendments must be initiated by a resolution of the Board of Selectmen¹⁰.

The expiration dates for one agency, the Flood and Erosion Control Board, are located in the Code of Ordinances . This may be amended upon action initiated by the RTM.¹¹ Please see the calendar on page 8.

Overview of Appointments-Related Data

The spreadsheet on page 9 compares the anticipated appointments workload of the RTM over the next 5 elected terms under the current code with the anticipated work load if these amendments are approved.

Note the following:

1. Over the 10 year period 2018-2027, the RTM is scheduled to appoint an average of 40 officers annually to town agencies. With the exception of special committees of the RTM each of these appointments have term ending dates of March 31.
2. The number of appointments due in the first year of the term (57) is over double that of appointments due in the term's second year (26)¹².
3. Over the last 2 terms, 86% ¹³of the call items in the first three months of a new term have been appointments.
4. In the same periods, the RTM has averaged 60 appointment-related items (30 per RTM meeting), one-third of which required the Appointments Committee to identify, qualify and nominate candidates.

In time, the proposed changes will reduce the number of first trimester appointments by over 50%.

9 Please see attached listing of references (page 5) to locations in the Town Charter which relate to term expiration and commencement dates for serving on agencies appointed by the RTM.

10 S. 67. "Home Rule procedures.: A proposal for home rule action affecting the Board of Estimate and Taxation or the Finance Department of the Town government may be initiated only by affirmative vote of seven (7) members of the Board of Estimate and Taxation, and any other proposals for home rule action may be initiated only by affirmative vote of a majority of the Selectmen. Any proposal so initiated shall be transmitted to the Town Clerk. The Clerk shall cause the content of the proposal and the question of its adoption or rejection to be included in the warning of the next Representative Town Meeting."

11 The Board of Selectmen and SNAC may choose to propose additional changes to the code affecting other appointed agencies for which the RTM has no responsibility — such as the Conservation Commission.

12 The major factor contributing to the large number of appointments by the RTM in even-numbered years is its charge to nominate 18 members to the special committees of the RTM: the Claims and the Labor Contracts Committees

13 119 of 139 items

Summary of Proposed changes						
Agency	Amend Charter	Amend Ordinances	Amend Exp. Month	Amend Exp. Years	Amend Term Lengths	Code
Aging, Commission on	x		x			NA
Alarm Appeals Board	x		x	x		<u>\$2A-4b</u>
Condemnation Commission	x			x	x	<u>Sec. 157 a</u>
Ethics, Board of	x		x			<u>\$2-11</u>
Flood and Erosion Control Board		x	x	x		<u>\$2-17</u>
Harbor Management Commission	x		x			<u>\$7A-1</u>
Health, Board of	x		x	x		<u>\$50a</u>
Historic District Commission	x		x			<u>\$6-310</u>
Inland Wetlands & Watercourses Agency	x		x	x		<u>\$6-220</u>
Nathaniel Witherell Board	x		x	x		<u>\$58</u>
Parks and Recreation, Board of	x		x			<u>\$80</u>
Planning & Zoning Board of Appeals	x		x	x		<u>\$84b</u>
Planning and Zoning Commission	x		x	x		<u>\$85</u>
School Building Committee						<u>\$2-39</u>
Social Services, Board of	x		x			<u>\$62b</u>
Conservation Commission	tbd		tbd	tbd		<u>\$2-14</u>

The ad-hoc School Buiding Committeeand the special committees of the RTM are not affected by this proposal.

Proposed Division of Term Expiration Dates by Annual Trimester:

1st Trimester: (remains March 31)

1. Claims Committee ¹⁴
2. Condemnation Commission ¹⁵
3. Labor Contracts Committee ¹⁶
4. RTM representative to the Harbor Management Commission¹⁷

¹⁴ While no changes are proposed for the Claims Committee, the effects of its 13 nominations and appointments effect on the first trimester of the appointments calendar is significant for the additional workload that it it imposes on the Appointments Committee

¹⁵ While the term expiration date of March 31 would not be changed, this proposal suggests that term should be changed from 2 years to 4 years with terms being staggered so that all members do not come up for re-appointment at the same time. Appointments would occur only in odd- numbered years. Please see additional explanation in the chart on page 20.

¹⁶ While no changes are proposed for the Labor Contracts Committee, its effect on the appointments calendar is significant for the additional workload that it imposes on the Appointments Committee.

¹⁷ The term of the RTM representative to the Harbor Management Commission requires no change and no action on the part of the Board of Selectmen or the RTM but is included here for informational purposes. Having the RTM representative remain appointed in the first trimester allows for him/her to become informed with respect to the Harbor Management Commission and advise the RTM when appointments and other issues to the Commission come before the RTM.

2nd Trimester (June30th):

1. Commission on Aging
2. Alarm Appeals Board
3. Board of Ethics
4. Board of Health
5. Nathaniel Witherell Board
6. Board of Parks and Recreation
7. Board of Social Services
8. [Conservation Commission] ¹⁸

3rd Trimester (October 31)

1. Flood and Erosion Control Board¹⁹
2. Harbor Management Commission
3. Historic District Commission
4. Inland Wetlands and Watercourses Agency
5. Planning and Zoning Board of Appeals
6. Planning and Zoning Commission

Notes

1. Re-Formatting and Integrity of Existing Code.

The re-formatting of this Code has been undertaken for the sole purpose of providing a consistent format across agencies and more accurate definition of each term. It is intended that all other aspects of the detail and purpose of the legacy code remain intact. If identified, any other changes should be considered errant and should be corrected.

2. Redundant code

The BOS or RTM may nonetheless wish to edit the code to remove sections which have been made redundant by the addition of code introduced subsequent to the adoption of the original appointments related code. The primary example of this is §306a²⁰ which allows for the continuation of appointment until replaced. These sections have been identified with green text.

3. Potential conflict and misunderstanding with respect effective term expiration

Should these proposed amendments be approved, a clarification is necessary

¹⁸ This is something that the AC needs to know about but does not need to act upon.

¹⁹ The municipal code for the Flood Erosion and Control Board is located in the Code of Ordinances rather than the Charter. As such, it does not require the action of the Board of Selectmen to initiate a change. The proposal to amend this code may be submitted to the RTM directly by the Appointments Committee. There are no other agencies affected by this proposal that fall into this category.

²⁰ 306.a: All officers and the members of all boards, commissions, agencies, committees or like authorities heretofore or hereafter appointed by the Selectmen, the Board of Estimate and Taxation or the Representative Town Meeting shall continue in office until their successors shall be appointed and shall have qualified.

with respect to those terms which were set to expire on March 31 by prior vote of the RTM but which with the subsequently approved code, now states will end in June or October.

To avoid confusion, it will be understood that, subsequent to January 1, 2018, terms which had previously been scheduled to expire on March 31 will be extended to the respective later date and that “the clock” for invoking any provisions outlined in §306.b²¹, if ever necessary, will not commence until the respective latter date.²²

4. Commission on Aging

While the Charter defines the appointed body as “The Committee on Aging”, all practical references to this agency utilize the title “Commission on Aging”. Perhaps now is a good time to make this change to the Charter.

5. Coordination with Concurrent Pending Proposals

There are two upcoming additional proposals that are anticipated to have an effect on the changes suggested in this proposal.

- a. The first will introduce an amendment to the Charter which establishes that any appointed member to a town agency must be a resident elector of the Town of Greenwich.²³
- b. The other seeks to establish and define a default quorum for any appointed agency for which a quorum has not been specified in the Town Municipal Code. A quorum, for these purposes, would be defined as “a majority of members”.

The code in the proposal to amend term expiration dates contains references to both eligibility and quorums. The AC recommends that the proposals concerning eligibility and quorums be acted upon and completed by the BOS and the RTM in advance of the RTM taking action on the amendments to term expirations.

Doing so will allow references to eligibility and quorums to be incorporated into the code for appointments. This will make reading and understanding this code much easier for users in the future.

²¹ See footnote 5 on page 2

²² For example, if a member of the Flood and Erosion Control Board was appointed in 2014 to a term that ends on March 31 2018, that term is now extended to October 31 2018 and any appeal to the provision §306b would be subject to October 31 as the “commencement of the term for which the appointment is to be made”.

²³ “Resident Elector of the Town of Greenwich” means a Greenwich resident who is a registered voter.

Draft Calendar for Submitting Proposal to Amend Term Expiration Dates

Date	Event	Action
NOV 29	Appointments Committee Meeting	Appointments Committee discusses and revises Draft Proposal. Votes to approve presenting revised version to Agency chairs and other stakeholders for feedback
Nov 22 - Dec 13	Solicit Feedback from Stakeholders	Proposal is sent to Agency chairs and other stakeholders requesting feedback and Comments. Appointments Committee members follow-up personally within 3 weeks to obtain feedback
Dec 11	RTM Meeting	No action Needed for RTM Meeting AC members report to districts on progress of proposal.
Dec 16	Deadline for Feedback	AC members bring feedback to Committee Chair for compilation and discussion.
Dec 17	Feedback sent to AC	Chair sends compiled feedback to AC members for Dec. 20 Meeting
Dec 20	Appointments Committee Meeting	Appointments Committee discusses feedback and amends proposal. - Votes to approve proposal and send to BOS. - Votes to approve proposal to amend code related to the Condemnation Commission. - Votes to approve proposal to amend code related to the Flood and Erosion Control Board.
Jan 5, 2017	Deadline for submitting items to BOS Meeting	AC submits 6 copies of proposal to The Executive Assistant to the First Selectman for inclusion on agenda of January 12 meeting
Jan 10	Appointments Committee Meeting	
Jan 12	BOS Meeting	Target date for BOS to take up Proposal and vote to submit to the RTM
Jan 17	RTM Meeting	No action Needed for RTM Meeting. AC members report to districts on progress of proposal.
Jan-26	BOS Meeting	
Jan 24th	Appointments Committee Meeting	AC discusses assignments for covering questions at March Standing Committee Meetings
Feb 9	BOS Meeting	
Feb 17	Deadline for March RTM Call	- If appropriate, BOS submit proposal for RTM Call. - AC submits resolution for changing dates of Flood and Erosion Control Board in Code of Ordinances.
Feb 28	Appointments Committee Meeting	AC confirms assignments for covering questions at March Standing Committee Meetings
March 6,7,8	Standing Committee and District Meetings	AC members report to districts and make themselves available to speak at Standing Committee meetings
March 13	Target RTM Meeting	RTM acts upon proposal

*Confirm date as 2017

**Considered "old business" so not required to formally submit to agenda, but copies of proposal are to be provided in advance- as per Barbara

10 -year Projection of Appointmets to be made by the RTM Given Proposed Amendments

Spreadsheet for Evaluating the Projected Effects of the Proposed Amendments to The Term Ending Dates for Agencies Appointed by the RTM

In the table below, change only the blue cells with white text

Agency Table		
Agency	Trimester	term length
Agine Commission on	2	3
Alarm Appeals Board	2	4
Claims Committee	1	2
Condemnation Commission	1	4
Ethics, Board of	2	3
Flood and Erosion Control	3	4
Harbor Management	3	3
Harbor Management/RTM	1	2
Health, Board of	2	4
Historic District	3	5
Inland Wetlands	3	4
Labor Contracts	1	2
Nathaniel Withnell	2	3
Parks and Recreation	2	3
Planning and Zoning Board of Appeals	3	4
Planning & Zoning Commission	3	3
Social Services, Board of	2	3

Projected Annual Distribution of Appointments Across Trimesters

2018			2019			2020			2021			2022			2023			2024			2025			2026			2027		
Amended Term Totals:			83						93			72						79						81					
Amended Annual Totals:			55			28			58			47			31			49			30			50			31		
Trimester Totals:																													
Current Trimester Totals:			55	0	0	21	0	0	60	0	0	28	0	0	55	0	0	21	0	0	60	0	0	28	0	0	55	0	0
Amended Trimester Totals:			24	19	12	2	16	10	19	18	21	3	16	16	19	16	12	2	14	15	19	16	14	3	15	12	19	16	15

Projected distribution of Regular Appointments Responsibilities across RTM Standing Committees per trimester (as amended according to "Agency Table" on left)

2018			2019			2020			2021			2022			2023			2024			2025			2026			2027		
1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
0 Education	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4 Finance	7	0	0	0	0	7	0	0	0	0	0	7	0	0	0	0	0	7	0	0	0	0	0	7	0	0	0	0	0
10 HHS	0	11	0	0	10	0	0	12	0	0	10	0	0	9	0	0	9	0	10	0	0	9	0	0	10	0	0	9	0
16 Land Use	6	0	12	2	0	10	1	0	21	3	0	16	1	0	12	2	0	15	1	0	14	3	0	12	1	0	15	2	0
6 Leg & Rules	11	0	0	0	0	11	0	0	0	0	0	11	0	0	0	0	0	11	0	0	0	0	0	11	0	0	0	0	0
7 Parks & Rec	1	3	3	0	3	1	3	3	0	3	3	1	3	3	0	3	3	1	3	3	0	3	3	1	3	3	0	3	3
3 Public Works	5	0	0	2	0	1	0	0	2	3	0	3	0	0	1	2	0	2	0	0	1	3	0	2	0	0	1	2	0
3 Town Services	0	5	0	0	3	0	0	3	0	0	3	0	0	4	0	0	2	0	0	3	0	0	3	0	0	3	0	0	3
0 Transportation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Projected Average Appointments call items/year Standing Committee

The working file for this spreadsheet may be found at <http://rtm.greenwich.org/node/1939>

Proposed Changes to Code

Existing Code is provided in the left column, left, proposed changes are located in the right column.

If viewed in PDF form, blue text indicates a live link. Red text suggests an omission in code, and green texts suggests redundant code as per note on page 6.

1. Flood and Erosion Control Board

[§ 45, §2-17 \(Existing Code\)](#)

§2-17

The Flood and Erosion Control Board shall consist of five (5) members. Four (4) members of the Flood and Erosion Control Board shall be appointed by the Representative Town Meeting. The fifth member of the Board shall be the First Selectman of the Town. Appointments shall be for terms of four (4) years commencing on April 1. Appointed members of the Board shall hold office until their successors shall have been appointed and shall qualify. Vacancies in the membership of the Board shall be filled for the unexpired portion of a term in the same manner as regular appointments.

(b) In addition to the five (5) members of the Flood and Erosion Control Board, the Board shall also include two (2) alternate members. The alternate members shall be appointed by the Representative Town Meeting.

(c) One alternate member shall be appointed for a term commencing on April 1, 2011, and expiring on March 31, 2013, and the other alternate member for a term commencing April 1, 2011, and expiring on March 31, 2015.

1. Flood and Erosion Control Board

[§ 45, §2-17 \(Proposed Code Changes\)](#)

§2-17

a. Composition

1. The Flood and Erosion Control Board shall consist of five (5) regular members.
2. In addition to five (5) regular members, the Board shall also include two (2) alternate members.

b. Eligibility

Members shall be resident electors of the Town of Greenwich¹ [or as otherwise designated in [§45](#) of the Town Charter]

c. Quorum

(There is currently no quorum designated for the Flood and Erosion Control Board)

d. Appointment Process

Four (4) regular members and the two (2) alternate members shall be appointed by the Representative Town Meeting. The fifth regular member of the Board shall be the First Selectman of the Town.

e. Length of terms

Terms for regular members and alternates shall be for a period of (4) years except for the interim terms of members R3, R4, and A1 as designated in section "f.3".

¹ Eligibility taken from §45 of the Charter. The creation and composition of the FECB is established in the Charter, but the method of appointment is designated in the Town Code of Ordinances [§2-17](#). This is unique.

(d) All subsequent appointments of alternate members, except to fill vacancies, shall be for terms of four (4) years commencing on April 1 of the first year of the term.

f. Designation of terms

1. Effective January 1, 2018, terms shall expire on October 31 and commence on November 1 according to the designations in section 3.
2. Each regular member and alternate member appointed heretofore and serving a designated term on January 1, 2018 shall continue to serve such term to which such member was appointed. Such term shall be extended to expire on October 31 following the date on which their current term was scheduled to expire.²
3. The parameter of each term is as follows:
 - (R1): The term for this member shall expire October 31, 2020.³
 - (R2): The term for this member shall expire October 31, 2021.⁴
 - (R3): The term for this member shall expire October 31, 2021.⁵ Appointment to an interim term will expire October 31, 2022. Terms thereafter shall be for a period of 4 years.
 - (R4): The term for this member shall expire October 31, 2020.⁶ Appointment to an interim term shall expire October 31, 2023. Terms thereafter shall be for a period of 4 years.

² This language was included to account for the terms of Mr. John Stankunas and Mr. Peter Finkbeiner who were incorrectly appointed by the RTM (2013.12 item 7 and RTM minutes 2014.03 item 23) to serve terms which expire December 31 of 2017. These terms should have expired on March 31 of an unspecified year according to §2-17 of the Town Ordinances. The change from 12/31 was made to 3/31 on 1996.06.09 (see RTM minutes Book 12 page 354) but no years are specified. So — because we have 2 regular members with expiration dates of 3/31 and 2 with expiration dates of 12/31, this language, or something similar, seems to be necessary.

³ (R1): Member position currently held by Edward Schmeltz

⁴ (R2): Member position currently held by John Stankunas

⁵ (R3): Member position currently held by Peter Finkbeiner

⁶ (R4): Member position currently held by Aubrey Mead

(A1): The term for this alternate member shall expire October 31, 2019 ⁷

(A2): The term for this alternate member shall expire October 31, 2021⁸

7 (A1): Member position currently held by Robert Cenci

8 (A2): Member position currently held by Mark Weller

Flood and Erosion Control Board Proposed Term Expiration Dates								
Current Name	Designation	2018	2019	2020	2021	2022	2023	2024
Schmeltz	R1			10/31				10/31
Stankunas	R2				10/31			
Finkbeiner	R3				10/31	10/31		
Mead	R4			10/31			10/31	
Cenci	A1		10/31				10/31	
Weller	A2				10/31			
Existing Term ☐ Interim Term ☐ First Full Term ☐ Future Full term ☐ • 4-year terms. • Changes to expiration years accomplished by adding interim terms. • Expiration month changes from March to October								