

## **ARTICLE III TOWN MEETING**

### **SECTION 300 ANNUAL TOWN MEETING**

The Annual Town Meeting shall be held on the second Saturday in May of each year at the hour and location designated by the Selectboard, and continue the business of same on any subsequent day or days thereafter until the business of the meeting is completed.

### **SECTION 301 SPECIAL TOWN MEETING**

The Selectboard may call a Special Town Meeting at the date, hour and location designated by them. The Selectboard shall call a Special Town Meeting upon the written petition of no fewer than two hundred (200) registered voters or twenty (20) per cent of the total number of registered voters of the Town, whichever is the lesser, and such meeting must be held not later than forty-five (45) days after receipt of the request.

### **SECTION 302 WARRANTS FOR TOWN MEETING**

#### **302.1 Preparation of warrants**

The Selectboard shall be responsible for preparing all Town meeting warrants and for the insertion of articles therein, except that the School Committee shall be responsible for the preparation of all articles which relate to the public schools. The warrants shall state the time and place of holding the meeting and the subjects to be acted upon. The Selectboard shall also insert in the warrant for the Annual Town Meeting articles requested by petition of no fewer than ten (10) registered voters submitted to the Selectboard no later than sixty (60) days prior to the Annual Town Meeting; and in the warrant for Special Town Meetings, articles requested by petition of no fewer than one hundred (100) registered voters or by ten per cent of the total number of registered voters of the Town, whichever number is the lesser, and submitted to the Selectboard no later than twenty eight (28) days prior to the Special Town Meeting. Petitions for insertion of an article shall include the name and residence (street and number) of each petitioner. Upon receipt of any such petition, the Selectboard shall forward the petition to the Town Clerk, who shall forthwith check the names and certify which are registered voters. Only the names of certified voters shall be counted.

#### **302.2 Delivery of warrants**

Attested copies of warrants for all Town Meetings shall, at least seven (7) days before the Annual Town Meeting and fourteen (14) days before a Special Town Meeting, be (i) mailed by first class mail, postage prepaid, to each Voting Member (as hereafter defined) at his or her residence as set forth in the office of the Town Clerk, and (ii) directed to a constable or a police officer of the Town for posting in at least one public location in each precinct. The Town Clerk shall also request any provider of local cable television access to provide notice of any Annual or

Special Town Meeting. Nothing herein shall preclude the Selectboard from employing any additional methods of communicating the contents of the warrant.

### 302.3 Articles for appropriations

The warrant for any Town Meeting shall contain separate articles asking for appropriations for each specific department, or use, for which the appropriation is intended. No appropriations shall be made in any Town meeting except under an article setting forth briefly, but specifically, the general purpose, use, and the department of the Town in which such appropriations are to be expended.

## **SECTION 303            APPROPRIATIONS COMMITTEE**

At Town Meeting, the Moderator shall appoint persons to fill any vacancies in the Appropriations Committee, whose duties are set forth in Article V, Section 502.1 of these Bylaws.

## **SECTION 304            CONDUCT OF TOWN MEETING**

### 304.1 Duties of Town Moderator

All Town Meetings shall be called to order and presided over by the Town Moderator. However, in the absence of the Town Moderator, the Town Clerk shall preside until the election of a temporary moderator by the members in attendance at that meeting. The Moderator is authorized to speak on points of order and to decide each question of order and has the duty to preserve order, decorum and civility in Town Meeting. Except where otherwise specifically provided by law or these Bylaws, the Moderator shall be guided by the principles and rules of practice contained in the work entitled "Town Meeting Time, a Handbook of Parliamentary Law, Third Edition," by Johnson Trustman and Wadsworth, published by Little Brown, as further revised from time to time.

### 304.2 Voting Members

Those entitled to vote at an Annual or Special Town Meeting on any article in a warrant are only the elected Town meetings members and such ex-officio members as are set forth in the Town's Charter (hereinafter the "Voting Members").

### 304.3 Quorum

The minimum number of Voting Members necessary to constitute a quorum for the transaction of business at any duly called Annual or Special Town Meeting or any adjournments thereof shall be a majority of the Voting Members.

### 304.4 Materials distributed at Town Meetings

At any Annual or Special Meeting, the Town Clerk shall provide to Voting Members additional copies of the warrant and any supplementary materials, including the report and recommendations of the Appropriations Committee, and shall ensure a reasonable amount of additional copies of such written materials for non-voting members of the public in attendance.

#### 304.5 Order of consideration of articles

All articles shall be acted on in the order of their arrangement in the warrant, except that when an Annual Town Meeting and a Special Town Meeting are set for the same date, the articles of the Special Town Meeting shall take precedence. Town meeting members may vote to take articles out of order. Voting Members may, by a majority, determine to defer action on any article of an Annual or Special Town until after action on a specific subsequent article of an Annual or Special Town Meeting scheduled for the same date.

#### 304.6 Motions on articles relating to finances

All motions on Articles having to do with the expenditure of money or incurring of debt shall be made as set forth in the warrant by the affected board, committee or elected officer or, if applicable, or a representative of the petitioners who requested insertion of the article. After the motion is made and, if seconded, the maker of the motion shall be granted an opportunity to offer an amendment thereto, prior to any further discussion, and to speak in favor of the amendment. Upon completion of such presentation, if any, and before the commencement of any general discussion on the motion by all Voting Members, the Appropriations Committee shall advise Town Meeting of its recommendation(s) with respect to the motion and amendment and the reasons therefor, and whether its recommendation is unanimous or by majority vote.

#### 304.7 Speaking at Town Meeting

Only Voting Members are entitled to address any Annual or Special Town Meeting, except that others may speak to articles at the discretion of the Town Moderator or upon a majority vote of the Voting Members. All persons desiring to speak shall signify their interest by a show of hands and, upon obtaining recognition from the Town Moderator, each speaker shall state his or her name and stand while speaking, unless the Town Moderator otherwise directs. The extent and frequency of any comments or debate shall be at the discretion of the Moderator or by a majority vote of the Voting Members present and voting.

#### 304.8 Motions in writing

All motions shall be reduced to writing and submitted to Town Clerk.

#### 304.9 Determination of voting

All votes, including those requiring two-thirds approval or more, shall be taken in the first instance by a "yes" and "no" voice vote. If the Moderator is in doubt as to the vote s/he shall call for a show of hands or for a standing vote, or, if seven (7) or more voters immediately question the vote, the Moderator shall call for a standing vote.

#### 304.10 Division of a motion

At the discretion of the Town Moderator or at the request of at least seven (7) Voting Members, any motion susceptible of division shall be divided.

#### 304.11 Precedence of motions

When a question is under debate, motions shall be received to adjourn, to lay on the table, to call the previous question, to postpone to a certain time, to commit, or to amend; which several motions shall have precedence in the order stated. The first three shall be decided without debate.

#### 304.12 Reconsideration of motions

A motion to reconsider any vote must be made before the final adjournment of the meeting. There can be no reconsideration of a vote once reconsidered, or after a vote not to reconsider.

#### 304.13 Dissolution of meetings

No Annual or Special Town Meeting shall be dissolved until all of the articles contained in the warrant for such meeting shall have been acted upon. No Town Meeting may be adjourned, unless the date, time and location of the adjourned meeting are publicly stated at the time of postponement.