

Town Meeting Article Submission Guideline

1. PURPOSE

The Town Manager adopts the following guidelines to direct the timing and content of article submissions from Town Staff, Multi-Member Bodies, and Citizens to insert into warrants for the Annual and Special Town Meetings.

This guideline is intended to provide the Select Board and Town Manager with sufficient and timely information for warrant preparation. This guideline will outline the process to submit a proposed article and the requirements to submit the necessary corresponding and supporting material for consideration of the same. Timely submission of proposed warrant articles will help ensure that the article is, or will be, ready for consideration by the Select Board, Finance Committee and Town Meeting.

2. GUIDELINES

2.1 Scope

These guidelines apply to Departments, Multi-Member Bodies, and Citizens who wish to insert articles into any warrant for Annual and Special Town Meetings. Citizens must follow the process for submittal of a Citizen Petition as outlined separately from this guideline.

2.2 Steps for Insertion of Warrant Articles

Submissions that are determined not to meet the requirements of these guidelines may not advance for consideration.

2.2.1 Please submit the form and all documentation in electronic format.

2.2.2 All submissions must adhere to the closing date of the warrant or by a date set and advertised by the Town Manager. No article submission will be accepted after the closing date of the warrant.

2.2.3 Any Multi Member Body member or Citizen who is seeking insertion of an article is encouraged to make an initial presentation to the appropriate body (Board or Committee) for preliminary review and guidance.

2.2.4 An article submission (not a Citizen petition) from a Multi Member Body will receive a majority vote in favor of the proposed article prior to submission to the Town Manager's Office and include a specified staff member working on the article.

2.2.5 At the time of submittal, all proposed articles must be accompanied by all relevant supporting materials as suggested in Section 2.4.

2.2.6 After a submission is submitted, a meeting will be arranged with the Assistant Town Manager to review the submission.

2.3 Text of Proposed Warrant Articles

All article language will be drafted by the Town Manager's Office with final review by Town Counsel.

2.4 Supporting Materials:

2.4.1 A complete submission should provide information that the Select Board, Town Manager, Finance Committee, and Town Meeting should have for fair consideration of the proposal. To be deemed sufficient, a complete submission will ordinarily include:

- A completed request form as provided by the Town Manager's Office
- Supporting materials, such as reports by staff and/or consultants
- For bylaw changes, a redlined text of the existing and proposed bylaw
- Copies of statutes or regulations that authorize or pertain to the article
- Drawings for proposed improvements to land or facilities
- Cost estimates and the basis for such expenses
- Funding sources and availability, including information on any required grant match
- Overview of project management, including:
 - Anticipated project timetable
 - Identification of responsible Town Officials and/or Department(s)
 - Identification of required local, state, or federal approvals
 - A record of the affirmative vote of a Multi-Member Body which has considered such proposed article.

Zoning articles. Insertion of articles concerning the Zoning Bylaw are governed by G.L. c. 40A, s. 5. Articles affecting the Zoning Bylaw will ordinarily not be considered unless the Planning Board has completed public hearings as required by G.L. c. 40A, s. 5.

3. QUESTIONS- The Town Manager's Office encourages folks to ask questions and engage with the staff to ensure article requests are submitted in a timely and complete manner.