



Citizen Petition for Town Meeting and Special Town Meetings Articles | Procedures

A citizen's petition warrant article requires a minimum of 10 registered voter signatures for an Annual Town Meeting, typically held in May, and 100 registered voter signatures for a Special Town Meeting, which may be held at any time. All petition materials must be submitted by the applicable warrant closing date established by the Select Board. Petition signatures and proposed article language must be submitted using the Town's citizen petition form.

Petitioners may request a review of their proposed article by the Select Board. Upon request, petitioners will be advised of upcoming Select Board meeting dates and subject to scheduling availability and agenda-setting requirements, may be placed on the agenda as a dedicated item or provided an opportunity to speak during the Public Comment period to discuss the petition.

- During the collection of signatures, each signature page used must have the identical petition language at the top. You may make photocopies of the original sheet.
- Each page must include the name and contact information of the petitioner.
- Each signature must include name, signature, and residential address. It is recommended you obtain more signatures than the minimum required. Signatures may be disqualified by the Town Clerk's office for the following reasons: illegible, no residential address, not on the current voter registration list.
- Important dates to know:
 - The opening of the Warrant shall be no less than ninety (90) days prior to the date of the Annual Town Meeting, and no less than sixty (60) days prior to any Special Town Meeting unless otherwise required.
 - The Warrant for the Annual Town Meeting shall remain open for no less than thirty (30) days and shall be closed at least sixty (60) days prior to the date of the meeting.
 - The Warrant for any Special Town Meeting shall remain open for no less than fifteen (15) days and shall be closed at least forty-five (45) days prior to the date of the Special Town meeting unless otherwise required.

For more detailed information, please review the complete [Town Charter](http://ecode360.com/14345881) at ecode360.com/14345881

- The Select Board and Finance Committee meet regularly ahead of Town Meeting to review articles. You are welcome to attend those meetings and speak to your petition article. Please coordinate with the Town Manager's Office if you desire to speak to your article. You may also be invited by the Finance Committee or Select Board to present your article at one of their meetings.
- The petitioner or a designee will be required to present the article at Town Meeting.
- For additional information, please contact the Town Clerk's Office or the Town Manager's Office.