

Meeting Materials Booklet Submission Deadline: May 27, 2021

Due to COVID-19 measures, including a daytime outdoor format and streamlining measures aimed at concluding the meeting in a single day, there will be no audio-visual presentations on the motions under the articles taken up at 2021 Annual Town Meeting. Voters are being urged to educate themselves in advance of the meeting on the issues to be presented by reviewing information on the articles available on the town website, in particular, the recorded hearings on each of the articles.

In lieu of presentations on motions/articles, a one-page narrative explanation, along with any written recommendations by boards or committees, will be included in a Town Meeting Materials booklet distributed at the meeting. A longer narrative may be permitted in the discretion of the Moderator upon advance request. There will be no handouts separate from the Meeting Materials booklet. The Moderator will direct voters to the appropriate page in the materials for each article taken up, provide any procedural explanation necessary, and open the floor for questions and comments. Article sponsors will be invited to the front podium facing the meeting to answer questions.

Guidelines for submissions for Town Meeting Materials:

- The deadline for submission of items for Town Meeting Materials booklet is [noon on May 27](#), but sooner is definitely better, just in case there are any suggested edits to discuss.
- Article sponsors and Boards/Committees offering written recommendations should submit their **one-page** summary or recommendation in **Word**. Requests to submit material of greater length may be allowed in the Moderator's discretion, if requested in advance of submission. Send requests to moderator@concordma.gov.
- Material should be formatted with minimum one inch margins; minimum 12 point font, double-spaced, or single-spaced with a double-space separating paragraphs.
- Be sure to include the name of the Board or Committee which authored the summary or recommendation, and the date of its preparation.

Submit to TMSubmissions@concordma.gov.

Questions? Contact Town Meeting Coordinator Chris Carmody (ccarmody@concordma.gov) or Moderator Carmin Reiss (moderator@concordma.gov)