

## **VISITORS TO CONCORD TOWN MEETING**

**Non Voters.** Concord residents who are not eligible to vote, including new residents and students in our schools, will be admitted to the hall after they sign a check-in sheet indicating their name and address. This sign-in requirement also applies to children accompanied by adults, and if the child is too young to sign, the accompanying adult may sign for the child. Adults are encouraged to register their children in the childcare center in the gymnasium.

**Non Residents.** Persons who are not Concord residents, but who have a special interest in a warrant article, may be admitted after [1] receiving permission from the Moderator, and [2] signing the check-in sheet indicating their name, address, and business affiliation, if relevant to their presence. Permission is normally granted to individuals sponsored by a registered voter of the Town.

**Badges and Seating.** Visitors must wear the VISITOR badge issued to them upon sign-in, as long as they remain in the building. Unless specifically granted permission by the Moderator to sit elsewhere, persons admitted as visitors must sit in the VISITOR sections near the right rear corner of the auditorium or in the gymnasium visitor section. This seating requirement also applies to children accompanied by adults.

**Speaking.** A visitor may be recognized to speak on a matter, only if approved by the Moderator in advance as representing an interest or perspective not shared by Concord voters. If a Town employee wishes to speak, s/he must indicate their employment status when rising to speak.

**Voting. Persons admitted as visitors are not allowed to participate in voting in any manner, including in voice votes or standing votes.** When a vote is taken, tellers will not count anyone who does not display a voting slip, whether they are sitting in the visitor section or are elsewhere by permission.

**Closed Doors.** When a standing vote begins, the doors to the hall are closed, and no one is permitted to enter or leave the hall until the results are declared.

**Priority for Voters.** Fire regulations require that everyone in the auditorium and cafeteria have a seat. In the unusual event that the hall cannot accommodate both visitors who have been admitted and all registered voters desiring to be admitted, the Moderator may ask visitors to leave the main auditorium and go to the gymnasium. This also applies to children who are not registered voters. If all the halls combined cannot provide seating for all voters who wish to participate, the Moderator will arrange for an overflow facility in the gymnasium, consistent with the provisions of Mass General Laws, ch 39, Section 10.

Carmin C. Reiss, Town Moderator

2016 Special Town Meeting