

MOTIONS AND AMENDMENTS AT TOWN MEETING

1. **All main motions and lengthy amendments must be in writing and must be submitted to the Moderator in advance of the Meeting** . The Town Manager's office receives motions on behalf of the Moderator.
2. A written copy of each main motion must be provided to the Town Manager **no later than Thursday, December 1 , 2016 at 4:00 PM** . The reasons for this are
 - a) to permit Town Counsel and the Moderator to review main motions so that revisions can be made to assure that each motion is within the scope of the article, is clear in its intent, and is not in conflict with state law, and
 - b) to allow time for motions to be reproduced for use by Town Meeting participants.

If a main motion needs to be revised, two copies of the revised motion must be submitted in writing to the Moderator by **Monday, December 5 , 2016,**

Any further revision to a main motion must be submitted to the Moderator before the Meeting session at which the motion will be made. Late revisions are permitted only at the Moderator's discretion.

A document containing all motions will be posted on the Town Meeting Information page of the Town website by no later than the close of business on the Friday before Town Meeting.

When motions state "moved as printed in the handout," the handouts will also be posted on the Town Meeting Information page of the Town website by the close of business on the Friday before Town Meeting. Town staff is responsible for coordinating and posting all handouts for their appropriate committee or board.

3. **To maintain an accurate record of all Town Meeting actions, the Moderator will not entertain a main motion or an amendment which is not in writing** .
4. After being reviewed by Town Counsel and the Moderator, all main motions and amendments longer than 100 words must be duplicated **on white paper only** . Sufficient copies must be delivered by 6:00 p.m. to the information table(s) at the high school to provide one for each voter expected to attend. The appropriate quantity should be determined through consultation with the Town Manager's Office or the Moderator. If enough copies are not available for all voters, the Select Board may move that action be postponed until sufficient copies are available.

Except for materials prepared by a Town board or committee, each document must indicate the name and address of the person responsible for its preparation and the date it was created. If the main motion or amendment is made by the Select Board or an official Town board or committee, the Town Manager (or supporting Department Head) is responsible for providing the copies. If the main motion or amendment is made by a private citizen, the citizen is responsible for providing the copies. If the text is longer than one page, the materials should be copied double-sided.

5. Town Meeting customarily votes that any article appropriating funds affecting the tax rate will remain open until the Meeting concludes its business and dissolves. This permits the Finance Committee to recommend any adjustments required by the constraints of Proposition 2 1/2, without moving for reconsideration of the particular article involved. Any motion appropriating funds (whether a main motion or an amendment) must be submitted sufficiently in advance to permit Finance Committee review.

THANK YOU FOR FOLLOWING THESE PROCEDURES TO HELP MAKE TOWN MEETING CLEARER AND MORE USER-FRIENDLY FOR ALL.