

2020

ANNUAL TOWN ELECTION/ANNUAL TOWN MEETING SCHEDULE/SPECIAL TOWN MEETING SCHEDULE

Last updated July 13, 2020; text in gray has been completed. Text in red is DRAFT.

2019

Mon Dec 9	Board of Selectmen votes to open warrants for the Annual Town Meeting and Town Election.
Mon Dec 9	Planning Board has preliminary meeting with Board of Selectman on Zoning and Planning Board articles, if required.
Wed Dec 11	Notice of the opening of the warrant shall be sent to the Town Clerk and all Town boards and committees. Per Town Code 36-2 and 36-3, notice of the closing date of the warrant will be posted at the Town Building and at the public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School.
Mon Dec 16	Pursuant to Town Code 36-1, the Selectmen shall cause notice of the time and place of the Annual Town Meeting and Election to be published in a newspaper of general circulation no later than the date fixed by them for closing the warrant pursuant to Town Code 36-3.

2020

Mon Jan 6	Petitioners' Workshop with Selectmen
Tues Jan 7	Nomination papers are available from the Town Clerk for the Town Election.
Mon Jan 13	Selectmen vote to submit any remaining warrant articles it will propose.
Wed Jan 15	Deadline for submission of warrant articles at 4:30 p.m. to the Board of Selectmen through the Town Administrator's Office. (per Town Code Sec. 36-3) Articles will be stamped with date and time of receipt. No article, other than one submitted by the Moderator, Town Clerk, or the requisite number of petitioners, shall be inserted in the warrant for any Town Meeting unless so voted and submitted by a board, commission, committee, or other governmental body of the Town of Wayland by 4:30 p.m. on the date fixed by the Board of Selectmen for closing of the warrant for such meeting. (Town Code 36-3C)
Thurs Jan 16	Articles are draft ordered by Town Administrator and distributed to Moderator, each member of the Finance Committee, Selectmen, Town Counsel and Town Clerk. Town Counsel reviews text of articles.
Mon Jan 20	Martin Luther King Jr, Day
Tues Jan 21	The Finance Committee and other boards and committees are asked to make written requests to the Board of Selectmen to approve placement of a Proposition 2 ½ Ballot Question on the Election Warrant at least two weeks prior to the Board's vote. The Board will consider the requests at its January 27, 2020 meeting.

Except for Town Meeting and Election, dates required by Town Code / State Law and dates for final submission of warrant articles, this schedule is subject to change.

It is the Selectmen's policy that the Board of Selectmen request the Finance Committee's recommendation on whether to place any Proposition 2 ½ Questions on the ballot. The Finance Committee's recommendation and its presentation will be made at the Selectmen's meeting on January 27, 2020. (Earliest date of action – Last legal date for Selectmen to vote on ballot questions is Monday, February 24, 2020.)

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| Wed Jan 22 | Finance Committee ATM Article Workshop. The Workshop fulfills Town Code 19-3 |
| Mon Jan 27 | Selectmen meet with Planning Board on Town Meeting articles, if necessary. (See MGL 40 A Section, 5) |
| Mon Jan 27 | Finance Committee makes presentation to Board of Selectmen on all Proposition 2 ½ questions. (See Board Policy for Finance Committee presentation requirements). |
| Mon Jan 27 | Finance Committee decides the articles for which it will make a report in the warrant to include comments, and the pros and cons. The Finance Committee will communicate its decision to the article sponsors and petitioners who may respond by February 10 th with a "Sponsor's Report" not to exceed 150 words in length. Town Code § 5 B. |
| Mon Feb 3 | Board considers opening of STM Warrant (within Annual Town Meeting) for the period Tuesday, February 4 through Tuesday, February 11 at 4:30 pm and sets all related STM dates at that time. Last date to set STM within ATM is 45 days before ATM or TBD. The warrant for any Special Town Meeting shall remain open for at least seven days after it is called by the Board of Selectmen. Within 48 hours after calling any Town Meeting, the Selectmen shall post notice of the warrant closing date at the locations specified in Town Code § 36-2. |
| Mon Feb 3 | Board of Selectmen votes to place Proposition 2 ½ Override or Exclusion Question on Election Ballot. Under MGL 54, 42 C, the Town Clerk must receive the written notice of the question being placed on the ballot 35 days before the Election or by Tuesday, February 25, 2020. Following a vote to approve a Proposition 2 ½ Question, the Selectmen and Finance Committee will provide public notice and convene a meeting for public comment on proposed Proposition 2 ½ Question(s). |
| Mon Feb 10 | Selectmen determine the final order of ATM warrant articles. |
| Mon Feb 10 | Selectmen accept public comment, discuss wording and vote on ballot questions. (If any) |
| Mon Feb 10 | By this date, any changes that an article sponsor or petitioner requests to make to the article text (<u>excluding</u> the comments and pros and cons which are the responsibility of the Finance Committee) shall be submitted to the Town Administrator for approval by Town Counsel after which they will be forwarded back to the article sponsor or petitioner, and also to the the Chair of the Board of Selectmen and the Chair of the Finance Committee for distribution to the members |
| Mon Feb 10 | Deadline for article sponsors and petitioners for which the Finance Committee will make a report in the warrant to submit a "Sponsor's Report" not to exceed 150 words in length. (Town Code § 36-5 B) |

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Tues Feb 11	Last day for submission by 5:00 pm of nomination papers to the Board of Registrars for Town Election (49 days before Election) GL c53, sec. 7 (<i>Town has not accepted MGL C. 53, sec 9A.</i>)
Fri Feb 14	Articles are put in final form by Town Counsel. Town Counsel provides comments on by-law changes consistent with Town Code chapter 36, Section 5 B.
Mon Feb 17-21	President's Day and School Vacation week
Tues Feb 18	Last date for Planning Board to discuss and vote Planning Board Reports on zoning articles (may be earlier). See MGL 40 A Section 5.
Tues Feb 25	Last day for Selectmen to submit ballot question to Town Clerk by 5:00 pm. (35 days before election) MGL 54, sec 10; MGL C 54, sec 42c
Tues Feb 25	Last day for filing certified nomination papers with Town Clerk (35 days before election.) MGL 53 section 10.
Tues Feb 25	Deadline: Finance Committee article comments (with supporting charts and appendices), Finance Committee report, and Planning Board articles due to Executive Assistant by 10:00 a.m. – <u>No changes accepted after this date.</u>
Thurs Feb 27	Town Clerk sends ballot to printer.
Thurs Feb 27	Last day to object to nomination papers, to withdraw nomination or object to petitions for local ballot questions for Town Election. GL c. 53, sec. 11; GL c. 55B sec. 7 February 27 or later: Town Clerk sends ballot to printer if no objections filed. GL 55 B, sec. 7 March 5 or later: Town Clerk sends ballot to printer if objections filed. GL 55 B, sec. 7
Mon March 2	Compilation of warrant completed, and all changes made. Warrant is sent to printer.
Thurs March 5	CANDIDATES' NIGHT – LEAGUE OF WOMEN VOTERS
Wed March 11	Last day to register to vote prior to Town Election / Town Meeting; 8:00pm. (20 days prior) GL c 39 sec 26, 28
Fri March 13	Postal delivery of warrants (Town Code 36-2A, MGL c. 39, s10)
Mon March 16	Motions for articles completed by Town Counsel and provided to Moderator and Town Clerk; Pre-Town Meeting review this week.
Mon March 16	Sponsors and Petitioners submit any illustrative slides under Moderator's Rules to Executive Assistant by this date.
Mon March 16	Final copy of warrant delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director.

Except for Town Meeting and Election, dates required by Town Code / State Law and dates for final submission of warrant articles, this schedule is subject to change.

Mon March 16	Selectmen vote and sign warrants for posting.
Fri March 20	Town Clerk post warrants for Town Meeting and Election at the Town Building and at the public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School per Town Code Sec. 36-2A, MGL c. 39, s10 (at least 7 days prior to Annual Town Meeting or Annual or Special Election and at least 14 days prior to Special Town Meeting).
Thurs March 19	ISSUES FORUM – LEAGUE OF WOMEN VOTERS
TBD	Moderator's Forum
Tues June 9	ANNUAL TOWN ELECTION

ANNUAL TOWN MEETING RESCHEDULED TO SEPTEMBER 12, 2020

Mon July 27	VOTE TO CALL SPECIAL TOWN MEETING AND OPEN WARRANT: Board considers voting to call a Special Town Meeting for September 12, 2020 and opening of STM Warrant (within Annual Town Meeting) for the period Tuesday, July 28 at 8:30 am through Tuesday, August 4 at 4:30 pm. The Board sets all related STM dates at that time. Last date to set STM within ATM is 45 days before ATM. The warrant for any Special Town Meeting shall remain open for at least seven days after it is called by the Board of Selectmen. Within 48 hours after calling any Town Meeting, the Selectmen shall post notice of the warrant closing date at the locations specified in Town Code § 36-2.
Mon July 27	PETITIONERS' STM WORKSHOP: The Board of Selectmen will conduct an information session for individuals considering submission of petitioned articles. Please see separate information sheet on the warrant article process for petitioners.
Tues July 28	STM WARRANT OPENING: Warrant opens Tuesday, July 28, 2020 at 8:30 a.m. and closes Tuesday, August 4 at 4:30 p.m. Articles must be submitted in complete form with all exhibits to the Office of the Board of Selectmen and will be stamped with the date and time received. Articles must be signed by the chair of the sponsoring board or committee or its designee, as authorized by a vote of each public body. (Please refer to additional information for submission and preparation of articles by public bodies of the town and by petitioners.)
Mon Aug 3	BOARD VOTE ON ARTICLES: Date by which the Board of Selectmen will vote to approve and submit any STM articles it wishes to sponsor.
Tues Aug 4	WARRANT CLOSING: Last day at 4:30 pm for article sponsors and petitioners to submit articles to the Board of Selectmen's Office for Special Town Meeting.
Thurs Aug 6	FINANCE COMMITTEE SPECIAL TOWN MEETING ARTICLE WORKSHOP: Per Town Code, Chapter 19 – 3, the Finance Committee meets with all parties proposing or commenting on all Special Town Meeting articles. The Chair of the Finance Committee will contact the Board of Selectmen's Office to arrange for public notice of this meeting.

Except for Town Meeting and Election, dates required by Town Code / State Law and dates for final submission of warrant articles, this schedule is subject to change.

Thurs Aug 6	SPONSOR'S REPORT DEADLINE (12:00PM): Date by which any governmental body or lead petitioner sponsoring an article may submit to the Office of the Board of Selectmen a 150-word report which will be included in the STM Warrant only if the Finance Committee also provides comment.
Mon Aug 10	SELECTMEN BEGIN ARTICLE REVIEW AND VOTE TO INCLUDE ARTICLES IN STM WARRANT: The Board of Selectmen will: 1) include discussion about proposed articles on every agenda, 2) vote on whether to include articles in the warrant, 3) vote on the order the articles will appear in the Warrant, and 4) consider a vote on the Board's position on each article.
Mon Aug 10	TOWN COUNSEL REVIEW OF ARTICLE TEXT: Approximate date by which Town Counsel completes review of submitted STM articles and any re-drafting of the text of each article, providing the article text in final form. Article text is then transmitted in PDF by the Town Administrator to each Article Sponsor and to the Chairs of the Board of Selectmen and Finance Committee for distribution as appropriate.
Tues Aug 11	FINANCE COMMITTEE DEADLINE (12:30 PM) FOR SUBMISSION, THROUGH ITS CHAIR, TO THE BOARD OF SELECTMEN'S OFFICE ALL FINANCE COMMITTEE REPORTS ON SPECIAL TOWN MEETING ARTICLES – No changes will be accepted after this date.
Thurs Aug 13	WARRANT COMPLETED: Date by which the compilation of the STM warrant is completed. The final Warrant is scanned, posted on the website and delivered to the members of the Board of Selectmen, the Moderator, the Chair of the Finance Committee, the Town Clerk, Town Counsel and the Finance Director. <u>Warrant sent to printer.</u>
Fri Aug 14	MOTIONS COMPLETED AND POSTED (ATM and STM): A motion on each article is drafted by the Town Administrator and reviewed and finalized by this date by Town Counsel and provided to the Chair of the Board of Selectmen who will distribute to the Town Clerk, Moderator, Finance Committee Chair and article sponsors. Draft motions provided by Town Counsel must be posted on the website for public review and marked with the date of the draft. Draft motions for articles are posted at Town Building and Library
Mon Aug 17	Town Clerk advertises in a newspaper of general circulation and posts notice of the time and place of Annual Town Meeting and Special Town Meeting per Town Code Sec. 36-1 on town sign boards no later than 2 weeks before Town Meeting
Wed Aug 19	PRE-HEARING PLANNING: On or about this date, the Chair of the Board of Selectmen meets with Town Counsel, the Town Administrator, the Moderator, and the Town Clerk to review motions on each ATM/STM article before the September 8, 2020 Warrant hearing.
Fri Aug 21	Selectmen provide notice for ATM and STM Warrant Article Hearing.
Fri Aug 21	WARRANT SIGNED: The Board of Selectmen will meet to vote to sign the STM Warrant.

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WARRANT POSTED: Date by which the STM Warrant will be posted at locations listed above and deadline for mailing of the STM Warrants to all households. (Town Code 36-2A, MGL c. 39, s. 10 – No later than 14 days before STM)

Fri Aug 31	Last date for vehicle descriptions (valued at least \$10,000 from Parks, Recreation, Highway and Water only) prepared by procurement officer to be filed with Town Clerk per Town Code Sec. 19-7 (at least 7 days prior to Annual Town Meeting and 14 days prior to Special Town Meeting).
Tues Sep 1	State Primary Election, 7:00 am to 8:00 pm
Mon Sep 7	Labor Day – HOLIDAY
Tues Sep 8	WARRANT HEARING: The Board of Selectmen will convene a hearing to review the ATM and STM Warrant and each article. In addition to the general public, Article Sponsors, the Moderator, Town Counsel and the Town Clerk are invited to participate. The Board of Selectmen will also review motions on each article. The Office of the Board of Selectmen will provide at least 10 days advance notice of the Warrant Hearing to the public.
Tues Sep 8	DEADLINE FOR SUBMISSION OF SLIDES: Any illustrative slides will be submitted to the Assistant Town Administrator who will submit them to the Moderator for approval to show at Town Meeting. (See Town Moderator's requirements for slides)
Tues Sep 8	Last day for Selectmen to review proposed motions and vote positions on Annual and Special Town Meeting warrant articles.
Thurs Sep 10	FINAL PREPARATIONS: Moderator's instructions to tellers and list of non-resident employees provided to Moderator and Town Clerk. Warrants, final errata sheets and supplemental material prepared, printed and delivered to Town Meeting site for distribution.
Fri Sep 11	ATM and STM Warrants and lists delivered to Town Meeting site. List of non-resident employees provided to Moderator and Town Clerk.
Sat Sep 12	ANNUAL TOWN MEETING, Saturday, September 12, 12:30pm; SPECIAL TOWN MEETING, Saturday, September 12, 1:00pm
Sun Sep 13	Adjourned sessions of Annual and Special Town Meeting, (Sunday, September 13 at 1:00 pm).