

**DRAFT**

**2021**

**ANNUAL TOWN ELECTION/ANNUAL TOWN MEETING SCHEDULE**

*Last updated December 8, 2020; \*Election related dates subject to change*

**2020**

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- Mon Dec 7* Board of Selectmen votes to open warrants for the Annual Town Meeting and Town Election starting December 15, 2020.
  
  - Wed Dec 9* 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 December 14* 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.
  
  - Mon Dec 14* Planning Board has preliminary meeting with Board of Selectman on Zoning and Planning Board articles, if required.
  
  - Mon December 14* Petitioners' Workshop with Selectmen
  
  - Tues, December 15* Warrant for Annual Town Meeting opens.

**2021**

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- Tues Jan 5** Nomination papers are available from the Town Clerk for the Town Election.
  
  - Mon Jan 11* Selectmen vote to submit any remaining warrant articles it will propose.
  
  - Friday 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)
  
  - Mon Jan 18* **Martin Luther King Jr. Day**
  - Wed Jan 20* 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.

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.

- Wed Jan 27* Finance Committee ATM Article Workshop. The Workshop fulfills Town Code 19-3.
- Mon Feb 1* Selectmen meet with Planning Board on Town Meeting articles, if necessary. (See MGL 40 A Section, 5)
- Mon Feb 1* 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 15<sup>th</sup> with a "Sponsor's Report" not to exceed 150 words in length. Town Code § 5 B.
- Mon Feb 15-19* **Presidents Day and School Vacation Week**
- Tues March 2** 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 their March 8, 2021 meeting.
- 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 March 8, 2021. (Earliest date of action – Last legal date for Selectmen to vote on ballot questions is Monday, May 10, 2021.)
- Mon March 8** Finance Committee makes presentation to Board of Selectmen on all Proposition 2 ½ questions. (See Board Policy for Finance Committee presentation requirements.)
- Mon March 8* Selectmen determine the final order of ATM warrant articles.
- Mon March 8* By this date, any changes that an article sponsor or petitioner requests to make to the article text (excluding 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 Chair of the Board of Selectmen and the Chair of the Finance Committee for distribution to the members.
- Mon March 8* 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)
- Fri March 12* 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 March 15* Board considers opening of STM Warrant (within Annual Town Meeting) for the period Tuesday, March 16 through Tuesday, March 23 at 4:30 pm and sets all related STM dates at that time. Last date to set STM within ATM is 45 days before (March 31) ATM or TBD. The warrant for any Special Town Meeting shall remain open for at least seven days after it is called by the

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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 March 15**

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, April 6, 2021. 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).

**Tues March 16**

Last date for Planning Board to discuss and vote Planning Board Reports on zoning articles (may be earlier). See MGL 40 A Section 5.

**Mon March 22**

Selectmen accept public comment, discuss wording and vote on ballot questions (if any).

**Tues March 23**

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 (Town has not accepted MGL C. 53, sec 9A.)

**Tues Mar 23**

**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. – No changes accepted after this date.**

**Friday April 2**

**Good Friday – No School**

**Tues April 6**

Last day for Selectmen to submit ballot question to Town Clerk by 5:00 pm. (on or before 35th day preceding election) MGL 54, sec 10; MGL C 54, sec 42c.

**Tues April 6**

Last day for filing certified nomination papers with Town Clerk (on or before 35th day preceding election.) MGL 53 section 10.

**Thurs April 8**

Town Clerk sends ballot to printer.

**Thurs April 8**

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.

April 8 or later: Town Clerk sends ballot to printer if no objections filed. GL 55 B, sec. 7

April 15 or later: Town Clerk sends ballot to printer if objections filed. GL 55 B, sec. 7

**Mon April 5**

Compilation of warrant completed, and all changes made.  
**Warrant is sent to printer.**

**TBD**

**CANDIDATES' NIGHT – LEAGUE OF WOMEN VOTERS**

<i>Fri April 9</i>	Postal delivery of warrants (Town Code 36-2A, MGL c. 39, s10)
<i>Mon April 19</i>	<b>Patriots Day</b>
<i>April 19-23</i>	Motions for articles completed by Town Counsel and provided to Moderator and Town Clerk; Pre-Town Meeting review this week.
<i>Tues April 20</i>	Town Clerk advertises in a newspaper of general circulation and posts notice of the time and place of Annual Town Meeting and Election for per Town Code Sec. 36-1 on town sign boards no later than 2 weeks before Town Election and Town Meeting
<b>Wed April 21</b>	Last day to register to vote prior to Town Election / Town Meeting; 8:00pm. (20 days prior) GL c 39 sec 26, 28
<i>Mon April 26</i>	Sponsors and Petitioners submit any illustrative slides under Moderator's Rules to Town Administrator's office by this date.
<i>Mon April 26</i>	Final copy of warrant delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director.
<i>Mon April 26</i>	Selectmen vote and sign warrants for posting.
<b>TBD</b>	<b>ISSUES FORUM - LEAGUE OF WOMEN VOTERS</b>
<i>Tuesday April 27</i>	Town Clerk posts 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).  If a Special Town Meeting is called for May 15, 2021, the warrant must be posted 14 days prior. GL 39, sec. 10.
<b>TBD</b>	Moderator's Forum
<i>Fri April 30</i>	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).
<i>Wed April 30</i>	Draft motions for articles are posted at Town Building and Library
<i>Mon May 3</i>	Selectmen conduct ATM Warrant Hearing at time TBD
<i>Mon May 3</i>	Last day for Selectmen to review proposed motions and vote positions on Annual Town Meeting warrant articles.
<i>Fri May 7</i>	Prepare and print final errata sheets, Moderator's instructions to Town Clerk, tellers, and Planning Board reports (if necessary) for distribution at Town Meeting.

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*Tues May 11*

**ANNUAL TOWN ELECTION**

*Fri May 14*

Warrants and lists delivered to Town Meeting site. List of non-resident employees provided to Moderator and Town Clerk.

*Sat May 15*

**ANNUAL TOWN MEETING (start time TBD)**

*Sun May 16*

**Cont. ANNUAL TOWN MEETING (as necessary)**

*through May 18 (if necessary)*

Adjourned sessions of Annual Town Meeting (Monday and Tuesday at 7:00 p.m. as necessary).

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