



**TOWN OF WAYLAND**  
**WARRANT ARTICLE PROCESS: Guide for Petitioners**

Citizens have the right to submit articles for consideration by the Town Meeting. Such articles must be in writing and signed by ten or more registered voters for Annual Town Meeting (ATM) or 100 or more registered voters for Special Town Meeting (STM), using the appropriate form found on the Town Website. All petitioners' articles must be submitted in accordance with the law on or before January 15 or such time as may be fixed by the Board of Selectmen, and all such articles for Special Town Meeting must be so presented on or before the date fixed by the Selectmen for closing of the warrant for such meeting. All petitioners' articles having the required number of qualified signatures must be included in the Town Meeting Warrant by state statute.

**The Board of Selectmen and the Finance Committee encourage citizens to work with the Town Administrator and appropriate Town boards to achieve their goals before submitting petitioners' articles whenever possible. Please review the 2022 ATM Schedule online.**

\*Petitioners should note that proposed Article Text Language, once submitted, can only be changed prior to closing of the warrant. A majority of the signatures supporting the original petition, with at least the required number voters (10 for ATM, 100 for STM) must be needed in the revised article text submission.

**ATM Timeline and Process**

Date	Action	Responsibility
Nov/December / January <i>(Date is Nov 8, 2021)</i>	<i>Petitioners should attend the Selectmen's workshop for citizens interested in submitting petition for Annual Town Meeting. Potential articles and the submission process may be discussed with the Selectmen. <b>The Board of Selectmen and the Finance Committee encourage citizens to work with the Town Administrator and appropriate Town boards to achieve their goals before submitting petitioners' articles whenever possible. Please review the 2022 ATM Schedule online.</b></i>	Board of Selectmen
On or before January 15 or such earlier time as may be fixed by the Board of Selectmen <i>(2022 DATE IS 1/18 AT 4:30 PM)</i>	<i>Petitioners submit petitioners' articles for Annual Town Meeting along with all signatures by email (to <a href="mailto:execasst@wayland.ma.us">execasst@wayland.ma.us</a>). The petitioner's article must be in Microsoft Word. In addition, a hard copy must be submitted to the Town Administrators Office at the Town Building. The Submission date and time will be the email time stamp or hardcopy, whichever occurs first. Articles are collected and numbered, and copies are given to the Board of Selectmen, Finance Committee, Moderator, and Town Counsel. Signatures on the petition are verified by the Town Clerk.</i>	Town Administrator
January - March	<i>Petitioners may be asked to meet with the Board of Selectmen. The Selectmen will review articles, determine their order, vote positions on most articles; may meet with petitioners. The Board will discuss substantive articles with petitioners and may attend the Finance Committee's meeting with petitioners.</i>	Board of Selectmen
January – March <i>(2022 FINANCE COMMITTEE WORKSHOP IS TENTATIVELY JAN 25, 2022)</i>	<i>Petitioners should attend the Finance Committee's Article Workshop. The Finance Committee meets with petitioners to discuss articles at a public meeting. The Committee may explore alternative means for accomplishing the article's objective. A member of the Committee is assigned to the article to prepare a report for the Warrant, should the Committee elect to do so, including comments, pro and con arguments and the Committee's recommendation to Town Meeting.</i>	Finance Committee
January – March; <i>(ALL INFORMATION IS DUE BY 3/7)</i>	<i>Petitioners may meet with Finance Committee and/or Board of Selectmen to discuss their article; write report of no more than 150 words to be printed in the Warrant if desired and if the Finance Committee prepares a report. Such discussions help to identify issues that require further work on the part of the petitioner as well as to identify arguments for and against passage. While the final due date is <b>Monday, March 7, 2021</b>, please note, the Finance Committee does not intend to issue a report and recommendation if the information provided, including maps and exhibits, is materially modified after <b>Monday, February 7, 2021</b>.</i>	Petitioners
January - February	<i>Petitioners, in coordination with the Town Administrator's office, may meet with Town Counsel with questions as to legal form (petitioner's should contact Town Administrator's office with their request).. Town Counsel will review articles for form, legislative intent, and procedural compliance and will provide main motion and the quantum of vote required for passage. Town Counsel will not render written opinions or give advice to petitioners about substantive legal issues and will not advise petitioners when there is a potential conflict of interest between the petitioners and the town.</i>	Town Counsel
Approximately 7 days prior to ATM <i>(2022 DATE IS TENTATIVELY 5/2)</i>	<i>Petitioners should attend the Board of Selectmen's Warrant Article Hearing. Petitioners should attend this workshop to answer any final questions on the article.</i>	Selectmen with Moderator and Finance Committee
ATM	<i>Petitioners make the motion on the article and make a brief presentation on the merits of the article. Procedures for presenting the article are included in the Moderator's Rules and Regulations.</i>	Lead Petitioner