

2021 SPECIAL TOWN MEETING SCHEDULE


Schedule for fall STM to held on October 3, 2021

- August 30 VOTE TO CALL SPECIAL TOWN MEETING AND OPEN WARRANT: The Board of Selectmen will vote on Monday August 30 to call a Special Town Meeting for Sunday, October 3, 2021 and to open the warrant for at least seven days beginning Tuesday, August 31, 2021 at 8:30 am.
- August 31 NOTICE: Notice of the Board's action will be sent to all Town boards and committees. Per Town Code Chapter 36: 1) Within 48 hours of calling a Special Town Meeting, notice of the closing date of the warrant shall be posted at the Town Building, at the public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School; and 2) Notice of the time and place of the Special Town Meeting shall be published in the Wayland Town Crier and will also be posted at the above locations.
- August 31 WARRANT OPENING: Warrant opens **Tuesday, August 31, 2021** at 8:30 a.m. and closes **September 7, 2021** 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.)
- September 2 or 13 BOARD VOTE ON ARTICLES: Date by which the Board of Selectmen will vote to approve and submit any articles it wishes to sponsor.
- September 7 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.
- September 9 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.
- September 10 TOWN COUNSEL REVIEW OF ARTICLE TEXT: Approximate date by which Town Counsel completes review of submitted 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.
- September 10 SPONSOR'S REPORT DEADLINE (**12:30PM, close of business**): 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 Warrant only if the Finance Committee also provides comment.

PERMANENT MUNICIPAL BUILDING COMMITTEE REPORT: Date by which requested reports are due to the Board of Selectmen from the PMBC about the status of any capital projects assigned to the PMBC.

PLANNING BOARD REPORT: Deadline by which the Planning Board must vote to approve and submit to the Board of Selectmen's Office the Planning Board's approved report on zoning articles.

- September 10 FINANCE COMMITTEE DEADLINE (**12:30 pm, close of business**) FOR SUBMISSION, THROUGH ITS CHAIR, TO THE BOARD OF SELECTMEN'S OFFICE ALL FINANCE COMMITTEE REPORTS ON SPECIAL TOWN MEETING ARTICLES if to be included in Warrant - No changes will be accepted after this date.
- September 13 SELECTMEN BEGIN ARTICLE REVIEW AND VOTE TO INCLUDE ARTICLES IN 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.
- September 13 MODERATOR'S RULES: All changes are due from Moderator by this date.
- September 14 WARRANT COMPLETED: Date by which the compilation of the 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. **Warrant sent to printer.**
- September 17 WARRANT SIGNED: The Board of Selectmen will meet to vote to sign the Warrant.
- September 17 WARRANT POSTED: Date by which the Warrant will be posted at locations listed above and deadline for mailing of the Warrants to all households. (Town Code 36-2A, MGL c. 39, s. 10 - No later than 14 days before STM)
- September 27 MOTIONS COMPLETED AND POSTED: 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.
- September 30 at 7:00pm LEAGUE OF WOMEN VOTERS ISSUES FORMUM ON SPECIAL TOWN MEETING
- September 20-24 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 article before the 9/27/2021 Warrant hearing.
- September 23, 2021 VOTER REGISTRATION DEADLINE: Last day before Town Meeting to register to vote. (This date is scheduled no later than 10 days before STM).
- September 27 WARRANT HEARING: The Board of Selectmen will convene a hearing to review the 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.

- September 27, 2021 DEADLINE FOR SUBMISSION OF SLIDES: Any illustrative slides will be submitted to the Board of Selectmen's who will submit them to the Moderator for approval to show at Town Meeting. (See Town Moderator's requirements for slides)
- September 27, 2021 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.
- October 3, 2021 **SPECIAL TOWN MEETING, 12:30PM & WAYLAND HIGH SCHOOL STADIUM**
-  MODERATOR'S FEEDBACK SESSION: *if held*

OTHER IMPORTANT DATES:

- Monday 9/6/21 LABOR DAY
- Tuesday 9/7/21 ROSH HASHANAH
- Wednesday 9/7/21 ROSH HASHANAH
- Wednesday 9/15/21 YOM KIPPUR
- Thursday 9/16/21 YOM KIPPUR
- Monday 10/11/21 COLUMBUS DAY / BOSTON MARATHON