

2023 SPECIAL TOWN MEETING SCHEDULE

Schedule for fall STM to held on **December 6, 2023**

- 25-Oct-23** VOTE TO CALL SPECIAL TOWN MEETING AND OPEN WARRANT: The Select Board will vote on Wednesday, October 25 to call a Special Town Meeting for Wednesday, December 6, 2023 and to open the warrant for at least seven days beginning Thursday, October 26, 2023 at 8:30 am.
- 26-Oct-23** 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.
- 26-Oct-23** WARRANT OPENING: Warrant opens Thursday, October 26, 2023 at 8:30 a.m. and closes November 1, 2023 at 7:00 p.m. Articles must be submitted in complete form with all exhibits to the Office of the Select Board 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.)
- 1-Nov-23** WARRANT CLOSING: Last day at 7:00 pm for article sponsors and petitioners to submit articles to the Select Board's Office for Special Town Meeting.
- 8-Nov-23** 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 Select Board's Office to arrange for public notice of this meeting.
- TBD** 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 Manager to each Article Sponsor and to the Chairs of the Select Board and Finance Committee for distribution as appropriate.
- 8-Nov-23** SPONSOR'S REPORT DEADLINE (**12:30PM**): Date by which any governmental body or lead petitioner sponsoring an article may submit to the Office of the Select Board a 150-word report which will be included in the Warrant only if the Finance Committee also provides comment.
- 14-Nov-23** FINANCE COMMITTEE DEADLINE (**9:00 am**) FOR SUBMISSION, THROUGH ITS CHAIR, TO THE SELECT BOARD'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.
- 15-Nov-23** 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 Select Board, the Moderator, the Chair of the Finance Committee, the Town Clerk, Town Counsel and the Finance Director. Warrant sent to printer.
- 15-Nov-23** WARRANT SIGNED: The Select Board will meet to vote to sign the Warrant.
- 11/20/2023 @ 11:00 AM** PRE-HEARING PLANNING: On or about this date, the Chair of the Select Board meets with Town Counsel, the Town Manager, the Moderator, and the Town Clerk to review motions on each article before the 12/04/2023 Warrant hearing.
- ** LOGISTICS PLANNING with Town Mgr, Town Clerk, Town Moderator Facilities, Public Safety, and ELVIS
- 20-Nov-23** MODERATOR'S RULES: All changes are due from Moderator by this date.

21-Nov-23 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)

27-Nov-23 MOTIONS COMPLETED AND POSTED: A motion on each article is drafted by the Town Manager and reviewed and finalized by this date by Town Counsel and provided to the Chair of the Select Board 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.

27-Nov-23 VOTER REGISTRATION DEADLINE: Last day before Town Meeting to register to vote. (This date is scheduled no later than 10 days before STM).

29-Nov-23 DEADLINE FOR SUBMISSION OF SLIDES: Any illustrative slides will be submitted to the Select Board's who will submit them to the Moderator for approval to show at Town Meeting. (See Town Moderator's requirements for slides)

29-Nov-23 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.

** LOGISTICS PLANNING with Town Mgr, Town Clerk, Town Moderator Facilities, Public Safety, and ELVIS

4-Dec-23 WARRANT HEARING: The Select Board 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 Select Board will also review motions on each article. The Office of the Select Board will provide at least 10 days advance notice of the Warrant Hearing to the public.

6-Dec-23 SPECIAL TOWN MEETING: WAYLAND HIGH SCHOOL AUDITORIUM AT 6:45PM

OTHER IMPORTANT DATES:

Thursday 11/10/23 - 1/2 Day (afternoon): VETERANS DAY (OBSERVED - TOWN HALL CLOSED)

Friday 11/10/23 - 1/2 Day: VETERANS DAY (OBSERVED - TOWN HALL CLOSED)

Saturday 11/11/23: VETERANS DAY

Thursday 11/23/23: THANKSGIVING

Certified Date: **23-Oct-23**

Proposed Special Town Meeting Date: **6-Dec-23**