

**DRAFT**

**2023**

KEY



Town Election



Ballot Question

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

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*Last updated November 30, 2022; some dates are subject to change*


**2022**

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- Mon Dec 5* Petitioners' Workshop with Select Board. Town will advertise on website and social media approximately 1-2 weeks prior
- Mon Dec 5* Board of Select Board votes to open warrants for the Annual Town Meeting and Town Election starting December 15, 2022.
- Wed Dec 7* 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.
- Tues Dec 13* Pursuant to Town Code 36-1, the Select Board 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.
- Thu Dec 15* Warrant for Annual Town Meeting opens.
- Mon Dec 19* Planning Board has preliminary meeting with Select Board on Zoning and Planning Board articles, if required.
- Mon Dec 19* Select Board vote to submit standard warrant articles it will propose

**2023**








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- Mon Jan 9* Select Board vote to submit any remaining warrant articles it will propose.
- Mon Jan 16* **Martin Luther King Jr. Day**
- Tues Jan 17* Deadline for submission of warrant articles at 4:30 p.m. to the Board of Select Board through the Town Manager'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 Select Board for closing of the warrant for such meeting. (Town Code 36-3C)
- Mon Jan 23*  Nomination papers are available from the Town Clerk for the Town Election.

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.

- Fri Jan 20* Articles are draft ordered by Town Manager and distributed to Moderator, each member of the Finance Committee, Select Board, Town Counsel and Town Clerk. Town Counsel reviews text of articles.
- Tues Jan 24* Finance Committee ATM Article Workshop. The Workshop fulfills Town Code 19-3.
- Mon Jan 30* Select Board meet with Planning Board on Town Meeting articles, if necessary. (See MGL 40 A Section, 5)
- Mon Jan 30* 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 March 7 with a "Sponsor's Report" not to exceed 150 words in length. Town Code § 5 B.
- Feb 20-24* **Presidents Day and School Vacation Week**  
 The Finance Committee and other boards and committees are asked to make written requests to the Board of Select Board 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 Feb 27, 2023 meeting.
- It is the Select Board's policy that the Board of Select Board 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 Select Board's meeting on March 6, 2023. (Earliest date of action – Last legal date for Select Board to vote on ballot questions is **Tuesday, April 6, 2021.**)
- Mon Feb 27* Select Board determine the final order of ATM warrant articles.
- Mon Feb 27* 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 Manager 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 Select Board and the Chair of the Finance Committee for distribution to the members.
- Mon Feb 27* 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)
- Mon Feb 27* Board considers opening of STM Warrant (within Annual Town Meeting) for the period Tuesday, February 28 through Tuesday, March 7 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 17) 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 Select Board. Within 48 hours after calling any Town Meeting, the Select Board shall post notice of the warrant closing date at the locations specified in Town Code § 36-2.

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- Thu March 2* 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 6*  Finance Committee makes presentation to Board of Select Board on all Proposition 2 ½ questions. (See Board Policy for Finance Committee presentation requirements.)
- Mon March 6*  Board of Select Board 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 March 21, 2023. Following a vote to approve a Proposition 2 ½ Question, the Select Board and Finance Committee will provide public notice and convene a meeting for public comment on proposed Proposition 2 ½ Question(s).
- Tues March 7*  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.*)
- Thu Mar 9* **Deadline: Finance Committee article comments (with supporting charts and appendices), Finance Committee report, and Planning Board articles due to Town Manager office by 10:00 a.m. - No changes accepted after this date.**
- Thu Mar 9* 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 20*  Select Board accept public comment, discuss wording and vote on ballot questions (if any).
- Tue March 21*  Last day for Select Board to submit ballot question to Town Clerk by 5:00 pm. (on or before 35th day proceeding election) MGL 54, sec 10; MGL C 54, sec 42c.
- Tue March 21*  Last day for filing certified nomination papers with Town Clerk (on or before 35th day proceeding election.) MGL 53 section 10.
- Tues March 21*  Town Clerk sends ballot to printer.
- Fri March 24* Compilation of warrant completed, and all changes made.  
**Warrant is sent to printer.**
- Tues March 28* 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

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<i>Fri March 31</i>	Select Board vote and sign warrants for posting.
<i>Tues April 11</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 <span style="background-color: yellow;">        </span> , the warrant must be posted 14 days prior. GL 39, sec. 10.
<i>Wed April 12</i>	Sponsors and Petitioners submit any illustrative slides under Moderator's Rules to Town Manager's office by this date.
<i>TBD</i>	<b>CANDIDATES' NIGHT - LEAGUE OF WOMEN VOTERS</b>
<i>TBD</i>	<b>ISSUES FORUM - LEAGUE OF WOMEN VOTERS</b>
<i>Thu April 13</i>	Postal delivery of warrants (Town Code 36-2A, MGL c. 39, s10)
<i>Thu April 13</i>	Final copy of warrant delivered to Select Board, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director.
<i>TBD</i>	Moderator's Forum
<i>Fri April 14</i>	Last day to register to vote prior to Town Election / Town Meeting; 5:00pm. (10 days prior) GL c 39 sec 26, 28
<i>Fri April 14</i>	Last date for vehicle descriptions (valued at least \$10,000 from Parks, Recreation, Highway and Water Departments 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>Mon April 17</i>	<b>Patriots Day</b>
<i>Tue April 18</i>	Select Board conduct ATM Warrant Hearing at time TBD
<i>Tue April 18</i>	Last day for Select Board to review proposed motions and vote positions on Annual Town Meeting warrant articles.
<i>Wed April 19</i>	Draft motions for articles are posted at Town Building and Library
<i>Fri April 21</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.
<i>Tue April 25</i>	<b>ANNUAL TOWN ELECTION</b>
<i>Fri April 28</i>	Warrants and lists delivered to Town Meeting site. List of non-resident employees provided to Moderator and Town Clerk.
<i>Mon May 1</i>	<b>ANNUAL TOWN MEETING (start time TBD)</b>

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*Tue May 2*

*through May 4 (if  
necessary)*

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

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

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