



**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 which can be obtained from the [Town Clerk's Office](#). 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 Select Board, and all such articles for Special Town Meeting must be so presented on or before the date fixed by the Select Board 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 Select Board and the Finance Committee encourage citizens to work with the Town Manager and appropriate Town boards to achieve their goals before submitting petitioners' articles whenever possible. Please review the 2024 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
December / January <i>(Date is Jan 8, 2024)</i>	<i>Petitioners should attend the Select Board's workshop for citizens interested in submitting petition for Annual Town Meeting.</i> Potential articles and the submission process may be discussed with the Select Board. <b>The Select Board and the Finance Committee encourage citizens to work with the Town Manager and appropriate Town boards to achieve their goals before submitting petitioners' articles whenever possible. Please review the 2023 ATM Schedule online.</b>	Select Board
On or before January 15 or such earlier time as may be fixed by the Select Board <i>(2024 DATE IS 1/16/24 AT 4:30 PM)</i>	<i>Petitioners submit petitioners' articles for Annual Town Meeting along with all signatures by email (to <a href="mailto:kpowerspirlet@wayland.ma.us">kpowerspirlet@wayland.ma.us</a>). The petitioner's article must be in Microsoft Word.</i> In addition, a hard copy must be submitted to the Town Managers 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 Select Board, Finance Committee, Moderator, and Town Counsel. Signatures on the petition are verified by the Town Clerk.	Town Manager
January - March	<i>Petitioners may be asked to meet with the Select Board.</i> The Select Board 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.	Select Board
January – March	<i>Petitioners should attend the Finance Committee's Article Workshop.</i> 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.	Finance Committee
January – March;	<i>Petitioners may meet with Finance Committee and/or Select Board 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.</i> 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 <u>March 20, 2024</u> , 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 <u>March 20, 2024</u> .	Petitioners
January - February	<i>Petitioners, in coordination with the Town Manager's office, may meet with Town Counsel with questions as to legal form (petitioner's should contact Town Manager's office with their request).</i> 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.	Town Counsel
Approximately 7 days prior to ATM	<i>Petitioners should attend the Select Board's Warrant Article Hearing.</i> Petitioners should attend this workshop to answer any final questions on the article.	Select Board 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.</i> Procedures for presenting the article are included in the Moderator's Rules and Regulations.	Lead Petitioner