

2019 (REVISED)

ANNUAL TOWN ELECTION/ANNUAL TOWN MEETING SCHEDULE

2018

- Mon Dec 3* Board of Selectmen votes to open warrants for the Annual Town Meeting and Town Election.
- Mon Dec 3* Planning Board has preliminary meeting with Board of Selectman on Zoning and Planning Board articles, if required.
- Wed Dec 5* Notice of the opening of the warrant shall be sent to 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.
- Mon Dec 10* Pursuant to Town Code 36-1, the Selectmen 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.
- Fri Dec 14* Annual Town Meeting Warrant opens at 8:30 a.m.

2019

- Thurs Jan 3* Nomination papers are available from the Town Clerk for the Town Election.
- Mon Jan 7* Petitioners' Workshop with Selectmen
- Mon Jan 14* Selectmen vote to submit any remaining warrant articles it will propose.
- Tues Jan 15* Annual Town Meeting Warrant closes. Deadline for submission of warrant articles at 4:30 p.m to the Board of Selectmen through the Town Administrator's Office. (per Town Code Sec. 36-3) **Articles will be submitted on the standard form and will not be accepted unless completely filled out.** 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 Selectmen for closing of the warrant for such meeting. (Town Code 36-3C)
- Wed Jan 16* Articles are draft ordered by Town Administrator and distributed to Moderator, each member of the Finance Committee, Selectmen, Town Counsel and Town Clerk. Town Counsel reviews text of articles.

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.

Wed Jan 16

The Finance Committee and other boards and committees are asked to make written requests to the Board of Selectmen 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 its January 28, 2019 meeting.

It is the Selectmen's policy that the Board of Selectmen 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 Selectmen's meeting on February 4, 2019. (Earliest date of action – Last legal date for Selectmen to vote on ballot questions is February 20, 2019.)

Mon Jan 21

Martin Luther King Jr, Day

Mon Jan 28

Finance Committee ATM Article Workshop. The Workshop fulfills Town Code 19-3

Mon Feb 4

Selectmen meet with Planning Board on Town Meeting articles, if necessary. (See MGL 40 A Section, 5)

Finance Committee makes presentation to Board of Selectmen on all Proposition 2 ½ questions. (See Board Policy for Finance Committee presentation requirements).

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 February 12th with a "Sponsor's Report" not to exceed 150 words in length. Town Code § 5 B.

Mon Feb 4

Board considers opening of STM Warrant (within Annual Town Meeting) for the period Tuesday 2/5 through Tuesday 2/12 at 4:30 pm and sets all related STM dates at that time. Last date to set STM within ATM is 45 days before ATM or 3/15/19. The warrant for any Special Town Meeting shall remain open for at least seven days after it is called by the Board of Selectmen. Within 48 hours after calling any Town Meeting, the Selectmen shall post notice of the warrant closing date at the locations specified in Town Code § 36-2.

Mon Feb 18-22

President's Day and School Vacation week

Mon Feb 25

Board of Selectmen 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 19, 2019. Following a vote to approve a Proposition 2 ½ Question, the Selectmen and Finance Committee will provide public notice and convene a meeting for public comment on proposed Proposition 2 ½ Question(s).

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Mon Feb 25

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 Administrator for approval by Town Counsel after which they will be forwarded back to the article sponsor or petitioner, and also to the the Chair of the Board of Selectmen and the Chair of the Finance Committee for distribution to the members.

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). **No Sponsor reports will be accepted after this date.**

Tues Feb 26

Planning Board discusses and votes Planning Board Reports on zoning articles (may be earlier). See MGL 40 A Section 5.

Fri Mar 1

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.

Tues Mar 5

Last day for filing certified nomination papers with Town Clerk (35 days before election.) MGL 53 section 10.

Mon Mar 11

Selectmen accept public comment, discuss wording and vote on ballot questions. (if any)
Selectmen determine the final order of ATM warrant articles.

Tues March 12

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

Thurs Mar 14

Deadline: Finance Committee article comments (with supporting charts and appendices) and Planning Board articles due to Executive Assistant – No changes accepted after this date.

Tues Mar 19

Last day for Selectmen to submit ballot question to Town Clerk by 5:00 pm. (35 days before election) MGL 54, sec 10

Thurs Mar 21

Town Clerk sends ballot to printer.

Last day to object to nomination papers or to withdraw nomination for Town Election. GL c. 53, sec. 11; GL c. 55B sec. 7

March 23 or later: Town Clerk sends ballot to printer if no objections filed. GL 55 B, sec. 7

March 27 or later: Town Clerk sends ballot to printer if objections filed. GL 55 B, sec. 7

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.

- Thurs Mar 28** Compilation of warrant completed and all changes made.
Warrant is sent to printer.
- Wed April 3** Last day to register to vote prior to Town Election / Town Meeting. (20 days prior) GL c 39 sec 26, 28
- Mon April 8** Motions for articles completed by Town Counsel and provided to Moderator and Town Clerk; Pre-Town Meeting review this week.
- Sponsors and Petitioners submit any illustrative slides under Moderator’s Rules to Executive Assistant by this date.
- Final copy of warrant delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director.
- Selectmen vote and sign warrants for posting.
- Tues Apr 9** 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
- Wed Apr 10** CANDIDATE’S NIGHT - LEAGUE OF WOMEN VOTERS
- Thurs Apr 11** Postal delivery of warrants (Town Code 36-2A, MGL c. 39, s10)
- Draft motions for articles are posted at Town Building and Library.
- Mon Apr 15-19** Patriots’ Day and School Vacation Week
- Mon Apr 15** If a Special Town Meeting is called for April 2, 2018, the warrant must be posted 14 days prior. GL 39, sec. 10.
- Tues Apr 16** 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).
- TBD** Moderator’s Forum
- Mon Apr 22** Selectmen conduct ATM Warrant Hearing at 7:15 p.m.
- Last day for Selectmen to review proposed motions and vote positions on Annual Town Meeting warrant articles.
- Last date for vehicle descriptions (valued at least \$10,000 from Parks, Recreation, Highway and Water only) prepared by procurement officer to be filed with Town Clerk per Town Code Sec. 19-7 (at least 7 days prior to

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Annual Town Meeting and 14 days prior to Special Town Meeting).

Tues Apr 23

ANNUAL TOWN ELECTION

Fri Apr 26

Prepare and print final errata sheets, Moderator's instructions to Town Clerk, tellers, and Planning Board reports (if necessary) for distribution at Town Meeting.

Fri Apr 26

Warrants and lists delivered to Town Meeting site. List of non-resident employees provided to Moderator and Town Clerk.

Mon Apr 29

ANNUAL TOWN MEETING (Monday at 7:00 p.m.)

*April 30, May 1, 5
(T, Wed, & Sun)*

Adjourned sessions of Annual Town Meeting (Tuesday, **Wednesday** at 7:00 p.m. and Sunday at 1:00 p.m. as necessary).