

## 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 attached form.

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 Board of Selectmen, and all such articles for Special Town Meeting must be so presented on or before the date fixed by the Selectmen for closing of the warrant, August 30, 2018 this year. All petitioners' articles having the required number of qualified signatures must be included in the Town Meeting Warrant by state statute.

### STM Time Line and Process

Date	Action	Responsibility
August 20	<i>Hold a workshop for citizens interested in submitting petition for Special Town Meeting.</i> Potential articles and the submission process may be discussed with the Selectmen.	Board of Selectmen
August 22 – August 30 at 4:30 pm	<i>Submit petitioners' articles for Town Meeting both on paper with signatures and by email (to <a href="mailto:thegarty@wayland.ma.us">thegarty@wayland.ma.us</a>) in Microsoft Word.</i> Articles are collected and numbered, and copies are given to the Board of Selectmen, Finance Committee, Moderator, and Town Counsel. Petitioners are encouraged to provide the Finance Committee with draft comments, arguments in favor, and arguments against their articles at the time of submission. Signatures on the petition are verified by the Town Clerk.	Town Administrator
September 5	<i>Attend Finance Committee Warrant Article Workshop.</i> Petitioners should attend to present their articles.	Finance Committee
September	<i>Review articles, determine their order, vote positions on most articles; may meet with petitioners.</i> The Board will discuss substantive articles with petitioners. And attend the Finance Committee's meeting with petitioners.	Board of Selectmen
September	<i>Study each petitioner's article and prepare a report for the Warrant.</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, including comments and pro and con arguments and the Committee's recommendation to Town Meeting.	Finance Committee
September - October	<i>Meet with Finance Committee and/or Board of Selectmen to discuss 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.	Petitioners
September	<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.</i> 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
November 5	<i>Attend Board of Selectmen warrant article hearing.</i> Petitioners should attend this hearing to review their warrant articles.	Selectmen with Moderator and Finance Committee
November 13 (Day one)	<i>Move the article and make a brief presentation on the merits of the article.</i> Movers of articles have a limited amount of time to explain and present arguments in favor of passage of the article (currently 7 minutes). This presentation is made at the procedural (center) microphone. Petitioners may prepare handouts and slides. (Check for deadline for submission). If the motion differs substantially from the article printed in the warrant, printed copies must be prepared for the moderator and made available for people attending Town Meeting.	Lead Petitioner
STM	<i>Consider each article at Special Town Meeting.</i> Citizens are encouraged to debate the merits of articles, ask questions, and make amendments when appropriate. Please refer to the Moderator's Rules in the warrant for more detailed guidance.	Town Meeting attendees

TOWN OFFICE DATE/ TIME STAMP HERE

**PETITIONER'S ARTICLE FORM FOR WAYLAND TOWN MEETING**

*(Page 1 of 3 pages)*

**INSTRUCTIONS FOR COMPLETING THE PETITIONER'S ARTICLE FORM:**

Please refer to the Guide for Petitioners for complete information including the required number of signatures and for access to Town Counsel to assist the lead petitioner in writing the article in proper legal form. You may also call the Town Administrator at (508) 358-3620.

Date Due: This form for a petition article is due by 4:30 pm in the Board of Selectmen's Office, 41 Cochituate Road Wayland, on the date set by the Board of Selectmen for the closing of the Special Town Meeting Warrant (August 30, 2018 this year) . The petition form will be date stamped when it is received by the Town Administrator and forwarded to the Town Clerk for certification of each signature.

Lead Petitioner: The lead petitioner will serve as the spokesperson for the article and will be the contact person for the Finance Committee and the Board of Selectmen, and for the Planning Board if the petition is to create a zoning by-law.

\* This document is available in WORD by e-mailing [thegarty@wayland.ma.us](mailto:thegarty@wayland.ma.us)

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**I. CONTACT INFORMATION**

NAME OF LEAD PETITIONER: \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**II. ARTICLE TITLE, TEXT, & KEY INFORMATION**

ARTICLE TITLE: \_\_\_\_\_

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE: \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

ARTICLE TEXT TO APPEAR IN WARRANT: To determine whether the Town will vote to:

**III. FORM FOR SIGNATURES OF QUALIFIED PETITIONERS**

ARTICLE TITLE:			
The following registered voters of the Town of Wayland petition Town Meeting to consider the Town Meeting warrant article named above and described on the preceding page at the Special Town Meeting to begin on Tuesday November 13, 2018.			
#	Print Name Legibly	Signature	Print Street Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

***Please attach additional forms for petitioners' signatures.***

**III. EXPLANATORY INFORMATION**

1. DRAFT COMMENTS – SUGGESTED BY PETITIONER TO FINANCE COMMITTEE \*

2. DRAFT ARGUMENTS IN FAVOR– SUGGESTED BY PETITIONER TO FINANCE COMMITTEE

3. DRAFT ARGUMENTS OPPOSED– SUGGESTED BY PETITIONER TO FINANCE COMMITTEE

4. PETITIONER’S COMMENTS: (Article Sponsors may, at their discretion, submit ADDITIONAL comments of up to 150 words which will be included in the warrant if the Finance Committee includes comments.)