

## ARTICLE 2

### TOWN MEETINGS

#### Date of Town Meeting and Elections

**SECTION 1.** The annual town election for the election of town officers and for the determination of all other matters to be referred to the voters shall be held on the first Monday in May of each year.

**SECTION 1A.** The spring session of the annual town meeting shall be held on the second Monday in May of each year and the third Monday in October, both sessions to begin at 7:30 PM, and if there is unfinished business that subsequent adjourned meetings shall held on the following Wednesday and Monday evenings consecutively at 7:30 PM until final adjournment.

#### Polling Hours

**SECTION 2.** The polls shall be opened during such hours as the Selectmen shall specify in the warrant.

#### Notice of Meeting

**SECTION 3.** Warrants for all town meetings shall be served by posting an attested copy thereof in some conspicuous place in each of the precincts of town at least (14) fourteen days before said meeting. Notice of all town meetings will be by publication in one or more newspapers generally circulated in the Town.

#### Adjourned Meeting

**SECTION 4.** As soon as practicable after the adjournment of any Town Meeting, on a vote to adjourn to another day, the clerk shall cause a brief statement of the day and hour to which the adjournment was voted and of the business remaining to come before the meeting, to be posted in at least one public place in each precinct of the Town.

#### Only Voters Admitted to Floor of Hall

**SECTION 5.** At any Town Meeting held for the transaction of Town business, if the Moderator, or a vote of the meeting so orders, no person whose name is not on the list of voters shall be admitted to the floor of the hall, and such order may be enforced by the use of the check list, but the same shall not apply to the state election, primaries, or Town Meeting for the election of Town Officers, or to be construed to prohibit press reporters from the meeting. The Moderator shall determine the bounds of the hall.

#### Speaking Time

**SECTION 6.** No person shall speak for more than five minutes for the second time on any subject if there are any other citizens who desire to be, but have not been, heard on the same subject, without first obtaining leave of the meeting.

### **Motions in Writing**

**SECTION 7.** Any report, resolution or motion shall be reduced to writing before being submitted to the meeting. (T. M. 10/20/03).

### **Smallest Sums First on Motions**

**SECTION 8.** On substitute motions and proposed amendments involving sums of money, the votes shall be taken in descending order, the largest sum proposed shall be taken up first and voting shall continue until an affirmative vote on a sum is reached. Any lesser amounts proposed not then voted upon shall be deemed to have been defeated.

### **Priority of Motions**

**SECTION 9.** When a question is before the meeting, the following set of motions shall be used as a guide, and shall ordinarily have precedence in their numerical order:

1. To adjourn.
2. Take a recess.
3. Rise to a question of privilege.
4. Call for the order of the day.
5. Lay on or take from the table.
6. Call for the previous question.
7. Limit or extend limits of debate.
8. Postpone to a certain time.
9. Commit, refer or recommit to a committee.
10. Pass over.
11. Amend.
12. Main motion.

But the treatment and order of receipt, of these and all other motions made in a Town Meeting shall be left to the final decision of the Moderator.

### **Reconsideration**

**SECTION 10.** A motion to reconsider any prior vote shall not be accepted. All votes taken shall be deemed to be final. (T.M. 10/19/92)

### **Recognition by Moderator**

**SECTION 11.** No person shall address the meeting without first being recognized by the Moderator. When two or more persons rise to speak at the same time the Moderator shall name the one entitled to speak.

### **Articles to be Acted on in Order**

**SECTION 12.** Articles in the Warrant shall be acted upon in the order in which they stand, except that the Moderator shall, upon request and for reasons stated, entertain a motion to take up an article out of its regular order.

**Motion to Dissolve Not in Order Until All Article Have Been Acted Upon**

**SECTION 13.** No motion, the effect of which would be to dissolve a Town Meeting, shall be in order until every article in the Warrant has been duly considered and acted upon, but this shall not preclude the postponement of action on or consideration of, any article to an adjournment of the meeting to a stated time.

**Moderator to Appoint Committees Unless Otherwise Voted**

**SECTION 14.** All special committees shall be appointed by the Moderator unless otherwise specifically directed by the meeting, and all committees so appointed shall be directed to report within a definite time. Any committee so appointed shall keep minutes of all their meetings. All records of the committee shall be filed with the Town Clerk upon discharge of the committee. If a committee does not report within the time stated, it shall be considered discharged unless in the meantime the town shall have granted an extension of time. (T.M. 10/20/03)

**Determination of Vote**

**SECTION 15.** When a question is put, the sense of the meeting shall be determined by a show of hands of the Town Meeting voters and the Moderator shall declare the vote as it appears to him. If the Moderator is unable to decide the vote by the show of hands, or if his decision is immediately questioned, he shall determine the vote by a standing vote and he may appoint tellers to make and return the count.

**Written or Printed Ballot**

**SECTION 16.** If before action is taken on an article or on an item thereof, twenty-one voters request that the vote on said article or item thereof be by written or printed ballot, the same shall be ordered by the Moderator and the voting list shall be used.

**Discharge of Committees**

**SECTION 17.** A vote to accept the report of a special committee shall place the report before the meeting, but shall not discharge the committee. A vote to adopt or reject the report of a special committee with, or without amendment, shall discharge the committee.

**Other Procedures for Town Meeting**

**SECTION 18.** In all matters not covered by these by-laws the town moderator shall be guided by the rules of parliamentary procedures as applied to Town Meeting in the current edition of "Town Meeting Time, A Practical Handbook of Parliamentary Law". (T. M. 10/20/03)

**SECTION 18A.** The Moderator may take all votes requiring a two-thirds majority in the same manner in which he or she conducts the taking of a vote when a majority vote is required. (T.M. 5/10/99)