

ARTICLE 2

TOWN MEETINGS

~~Deleted text in red highlight~~ and **added text in green highlight**

- Remove single-gender language.
- Adjust posting language to reference town posting requirements.
- Clarify admittance to the floor of the hall.
- Add missing motion to order of motions.
- Clarify that electronic voting may be used in place of paper ballots as both are secret and provide exact counts..
- Clarify restriction on reconsideration of motions.
- Merged Section 18A into Section 15.
- Clarify where special committees are defined.
- Added missing comma in Section 13.

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 third Tuesday in May of each year. (T.M. 10/17/2011)

SECTION 1A. The spring session of the annual town meeting shall be held on the second Monday in May of each year and the **fall session of the annual town meeting shall be held on the** third Monday in October, both sessions to begin at 7:00 PM, and if there is unfinished business that subsequent adjourned meetings shall be held on the following Wednesday and Monday evenings consecutively at 7:00 PM until final adjournment.

Polling Hours

SECTION 2. The polls shall be opened during such hours as the Select Board 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~~ **them in compliance with town posting requirements** 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~~ **published in compliance with town posting requirements.**

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~~ compliance with town posting requirements.

~~Only Voters Admitted~~ **Admittance 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.~~ In order to facilitate proper counting of those eligible to vote, the Moderator may designate that all visitors must be seated in a particular portion of the hall. Non-voters may address the meeting at the discretion of the Moderator. 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 dissolve or 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 of the current meeting 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 established under section 2-3 of the Town Charter 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~~ **that** decision is immediately questioned, ~~he shall determine the vote~~ **the vote shall be determined** by a standing vote and ~~he may appoint tellers~~ **the Moderator may appoint tellers** to make and return the count. An electronic handset voting system may be used that provides to the Moderator and Town Clerk an accurate count of the yeas and nays on each question. The Moderator will announce the tally of each vote after close of voting. **The Moderator may take all votes in the same manner regardless of the form of majority required.** (T.M. 5/9/2016)

Written or Printed Ballot

SECTION 16. If before action is taken **by show of hands or standing vote** 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. **The electronic handset voting system from Section 15 shall be considered to be sufficient for the purposes of this section.**

Discharge of Committees

SECTION 17. A vote to accept the report of a special committee **previously established under section 2-3 of the Town Charter** 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)~~