

# Guidelines for Town Meeting Handouts

To ensure that all Town Meeting participants have access to the same significant information, these guidelines must be followed in preparing and delivering ALL Town Meeting handouts:

- All materials prepared by a Town Board/Committee or Town Department must include:
  - Article name and number
  - Name of Town Board/Committee or Town Department
  - Date the document was created
- All materials prepared by citizen petitioners or other Concord voters must include:
  - Article name and number
  - Name and address of the person responsible for its preparation
  - Date the document was created.
- **Handouts, whether sponsored by Petitioners or by Town Boards & Committees or Town Department must be reviewed and accepted by the Moderator before copies are made for Town Meeting.** They must be submitted as provided in the timeline chart on the document **“Arranging Electronic Presentation of Materials”**
- **All handouts must be duplicated on white paper only.**
- **If the text is longer than a single page, double-sided copying is required.**
- **All handouts must be available on tables at the high school by 6:00 PM** on the night in which the subject article will be discussed (or a full hour before the start of any session). Enough copies must be provided for every voter expected at the meeting to have one.
- Information tables for handouts are located in the lobby area outside the auditorium.
- **Motions and amendments more than 100 words long must be duplicated on white paper and delivered by 6:00 p.m. to the information tables at the high school** in sufficient quantity to provide a copy for each voter expected at the Meeting.
- Handouts may also be dropped off **before noon** in sufficient quantity at the Town Manager’s Office. Town staff will bring your handout to the High School and put it on the information tables before 6:00 PM.
- The appropriate number of copies should be determined through consultation with the Town Manager’s Office or the Moderator. If a moving party fails to comply with this policy, the Select Board may move that action be postponed until copies are available.
- Because space on the information tables is limited, only Town Meeting-related documents may be placed there. Items not related to Town Meeting will be removed and recycled.
- All handouts related to Articles that have been voted on will be recycled at the end of each night of Town Meeting.