



## ***Session 2***

# ***Preparing for Town Meeting: Timeline and Committee Responsibilities***

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October 20, 2018



## Session 2: ATM Timeline & Committee Responsibilities

### Annual Town Meeting Cycle

### Phase I: Budgets, By-laws, Other Articles

August through November

- Budget Process
- CPA Process
- Zoning By-Law Amendments
- Committee-sponsored Articles
- Citizen Petitions



## Session 2: ATM Timeline & Committee Responsibilities

### Annual Town Meeting Cycle

### Phase II: Preparation of the Warrant

#### December & January

- Town Meeting Preview Meeting
- Warrant opens
- Draft articles due
- Warrant closes at 4:00 pm
- Warrant Review Meeting w/Town Counsel
- Warrant printed, posted, mailed to households



## Session 2: ATM Timeline & Committee Responsibilities

### Annual Town Meeting Cycle

### Phase III: Hearings

#### February & March

- FinCom Hearing: Town budget
- FinCom Hearing: School budgets
- Select Board Hearing
- Planning Board Hearing
- FinCom Hearing: Enterprise Funds



## Session 2: ATM Timeline & Committee Responsibilities

### Annual Town Meeting Cycle

### Phase IV: Motions & Presentations

#### March

- All draft Motions submitted
- Consent Calendar finalized
- FinCom Report to Printer
- Motions Review Meeting w/ Town Counsel
- ATM Presentations and Handouts submitted
- ATM Presentation Coordination Meeting
- FinCom Report mailed to households



## Session 2: ATM Timeline & Committee Responsibilities

### Annual Town Meeting Cycle

### Phase V: Annual Town Meeting

#### April

- ATM Dates Reserved in Everyone's Calendars
- PowerPoint Presentations Approved and Pre-loaded
- Handouts Approved, Copied & Delivered
- Spoken Presentations Rehearsed & Timed
- Any Amendments Vetted & Prepared



## Session 2: ATM Timeline & Committee Responsibilities

### Committee ATM Responsibilities

#### If Sponsoring an Article

- Develop proposal within your Committee structure
  - Observe Open Meeting Law
  - Take and consider public comment
  - Coordinate with other Committees which also may have responsibility or interest
  - Keep Committee Minutes up to date and posted
- Discuss proposal with Select Board Liaison (ideally, in September or sooner)



## Session 2: ATM Timeline & Committee Responsibilities

### Committee ATM Responsibilities

#### If Sponsoring an Article (con't)

- For articles with financial impact:
  - Quantify impact and identify source of funds
  - Ask Committee staff to discuss funding with Town Manager
  - If no Committee staff support, discuss funding with your appointing authority (SB or TM)
- Discuss proposal with FinCom liaison (if none, contact FinCom Chair)



## Session 2: ATM Timeline & Committee Responsibilities

### Committee ATM Responsibilities

#### If Sponsoring an Article (con't)

- Prepare draft of proposed Article (ideally by early November)
  - Use staff support
  - Use Select Board Liaison support
  - May request Town Counsel review through SB Liaison or Town Manager
- Summarize at Town Meeting Preview Meeting



## Session 2: ATM Timeline & Committee Responsibilities

### Committee ATM Responsibilities If Sponsoring an Article (con't)

- Finalize Article for Warrant
  - Article gives NOTICE to voters of what is to be deliberated and voted
  - Standard "...or any other action" language included in Article allows adjustment in Motion
  - Draft Article due by December 10
  - Final Article due before Warrant closes January 3



## Session 2: ATM Timeline & Committee Responsibilities

### Committee ATM Responsibilities

#### If Sponsoring an Article (con't)

- Present Article (Motion) at Pre-Town Meeting Hearing
  - Opportunity to rehearse for Town Meeting
  - Best to have Motion drafted (but not required)
  - If PowerPoint slides, use Electronic Presentation Guidelines and Template at [www.concordma.gov](http://www.concordma.gov)
  - Note comments and questions to improve presentation and perhaps to modify motion

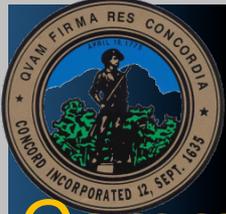


## Session 2: ATM Timeline & Committee Responsibilities

### Committee ATM Responsibilities

#### If Sponsoring an Article (con't)

- Submit Finalized Motion by deadline
  - Motion (not Article) is what Town Meeting acts upon
  - Motion must be within scope of Article
  - Town Counsel reviews all Motions
  - Motions under 100 words presented on first and last PowerPoint slides
  - Motions over 100 words must be printed on handout and are moved “as printed in handout”

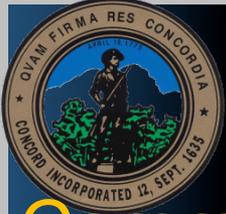


## Session 2: ATM Timeline & Committee Responsibilities

### Committee ATM Responsibilities

#### If Sponsoring an Article (con't)

- Submit PowerPoints & handouts by deadlines
  - Conform to guidelines
  - Have Moderator approval
  - Pre-load slides on Town's computers for projection
  - Copy handouts double-sided on white paper in quantity required by Moderator
  - Deliver to CCHS cafeteria by 6 p.m. (or to Town Manager's office by noon) on day Article expected to be taken up

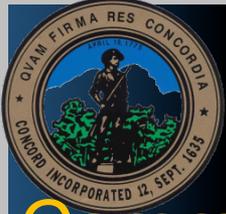


## Session 2: ATM Timeline & Committee Responsibilities

### Committee ATM Responsibilities

#### If Sponsoring an Article (con't)

- Attend Town Meeting Coordination Meeting
  - Moderator assigns Presentation and speaking times to identified individuals
  - Town Clerk notices all Committees for meeting on all nights of Town Meeting



## Session 2: ATM Timeline & Committee Responsibilities

### Committee ATM Responsibilities

#### If Sponsoring an Article (con't)

- Prepare your oral presentation for Town Meeting
  - Read your presentation aloud (best way to edit)
  - Time yourself
  - Watch the video tutorial on speaking at Town Meeting by Public Information Officer Erin Stevens



## Session 2: ATM Timeline & Committee Responsibilities

### Committee ATM Responsibilities

#### If NOT Sponsoring an Article

- Read the Warrant
  - Identify Article(s) within your Committee's scope
  - Place discussion of identified Article(s) on meeting agenda
  - If appropriate, invite Article sponsor to meeting
  - Invite and consider public comment
  - May be best to hold off on recommendation until after ATM Hearing on Article(s)



## Session 2: ATM Timeline & Committee Responsibilities

### Committee ATM Responsibilities

#### If NOT Sponsoring an Article (con't)

- Attend hearing on Article(s) within Committee's scope of responsibility
  - Aim for robust Committee attendance
  - Notice meeting of committee to coincide with date, time & place of Hearing
  - Determine whether your Committee wishes to speak at the Hearing and, if so, prepare statement (remember to observe Open Meeting Law)



## Session 2: ATM Timeline & Committee Responsibilities

### Committee ATM Responsibilities

#### If NOT Sponsoring an Article (con't)

- Recommendation options: (1) affirmative action, (2) no action, or (3) no recommendation at all
- If making a recommendation, Committee may
  - Ask the Moderator for time to speak
  - Ask the Moderator to announce recommendation
  - Prepare a handout on your recommendation



## Session 2: ATM Timeline & Committee Responsibilities

### Committee ATM Responsibilities

#### If NOT Sponsoring an Article (con't)

- If speaking on an Article, attend the Moderator's Town Meeting Coordination Meeting
- If asking the Moderator to announce your recommendation, send the request to [moderator@concordma.gov](mailto:moderator@concordma.gov)



## Session 2: ATM Timeline & Committee Responsibilities

### Committee ATM Responsibilities

#### If NOT Sponsoring an Article (con't)

- If distributing a handout:
  - Follow the guidelines for handout preparation
  - Submit handout to Moderator for approval
  - Deliver required number of double-sided copies of handout printed on white paper to CCHS Cafeteria by 6:00 pm (or to Town Manager's office by noon) on the day the Article is expected to be taken up



## Session 2: ATM Timeline & Committee Responsibilities

Concord relies upon its Boards  
and Committees for so much of its  
good governance

**THANK YOU!!**