

Requirements for Town Meeting Handouts [2019]

To ensure fairness, accuracy, and equal access of information to all Town Meeting participants, **ALL Town Meeting Handouts must be submitted for the Moderator's review and approval no later than 5:00 pm April 5 and should not be photocopied until approved by the Moderator.**

Handouts must be prepared and submitted in accordance with the requirements which follow.

Approved Handouts will be uploaded to the Town's website by 48 hours in advance of the date the article is expected to be taken up by Town Meeting.

Motions Exceeding 100 Words:

- All Motions and amendments exceeding 100 words must be produced as a Handout and delivered to Town Meeting in accordance with these Requirements.

Handout Preparation:

- All Handouts prepared by a Town Board/Committee or Town Department must include:
 - Article title and number
 - Name of Town Board/Committee or Town Department authoring handout
 - Date the document was created
- All Handouts prepared by citizen petitioners or other Concord voters must include:
 - Article title and number
 - Name and address of the person authoring handout
 - Date the document was created.

Submission of Handouts for Approval:

- **Citizen Petitioners, Town Boards & Committees, and Town Departments all must submit Handouts for review and approval by the Moderator by emailing to: TMSubmissions@concordma.gov. The Moderator will email approval or request for revision to submitters. Revised Handouts must be resubmitted for final approval.**

Photocopying and Delivery of Handouts:

- **All handouts must be duplicated on white paper only** and copied double-sided.
- **All handouts must be produced in an appropriate quantity.** Recommended number of handouts for each session of Town Meeting:

Monday, April 8	700 copies
Tuesday, April 9	700 copies
Wednesday, April 10	700 copies
Thursday, April 11	400 copies

If the quantity of copies is insufficient to provide all Town Meeting participants with the handout, the Select Board may move to postpone action on the article until sufficient copies are available.

All handouts must be delivered to the tables in the High School cafeteria by 6:00 PM on the night on which the subject article is expected to be discussed (or a full hour before the start of any session). Handouts photocopied in appropriate quantity may also be delivered to the Town Manager's Office **before noon** of the day on which the article is expected to be discussed at Town Meeting for Town Staff to deliver to the Meeting.

Removal and Recycling of Handouts:

- Approved Town Meeting-related documents **ONLY** may be placed on the information tables. Items not approved and related to Town Meeting will be removed and recycled.
- Handouts for Articles on which Town Meeting has acted will be removed and recycled at the end of each night of Town Meeting.