

## Guidelines for Town Meeting Handouts

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

- Materials prepared by a Town Board/Committee or Town Department should include:
  - Article name and number
  - Name of Town Board/Committee or Town Department
  - Date the document was created
- Materials prepared by petitioners or other Concord voters should include:
  - Article name and number
  - Name and address of the person responsible for its preparation
  - Date the document was created.
- **All handouts must be duplicated on white paper only.**
- If the text is longer than one page, double-sided copying is strongly recommended.
- **All handouts must be on the information tables at the high school by 6:00 PM** on the night in which the subject article will be discussed. Enough copies must be provided for every voter expected at the meeting to have one.
- Information tables for handouts are located in two places:
  1. In the lobby outside the auditorium
  2. In the back left corner inside the cafeteria
- **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 Selectmen 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.

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