

Updated June 2008

OFFICE OF THE TOWN MANAGER
MEMORANDUM

TO: Town Meeting Members and Interested Citizens

FROM: Melissa Arrighi, Assistant Town Manager

RE: Placing an Article on a Town Meeting Warrant

Any citizen that wishes to place an article on a town meeting warrant for consideration by Town Meeting members must follow the procedures listed below. Please refer to the Town of Plymouth Charter and Bylaws for general town meeting procedures.

1. Prepare a petition with a clear statement of the intent of the petitioners, specifically, the exact wording for which you seek Town Meeting's approval. Please find a sample form attached for this purpose. A clear statement with the required signatures is acceptable. It is advisable that a private attorney review the proposed petition language prior to submittal.
2. Solicit 10 signatures for an article to go before the Spring or Fall Annual Town Meeting or 100 signatures for an article to go before a Special Town Meeting. Those signing the petition must be registered voters of the Town of Plymouth. It is recommended that you obtain several more signatures than the number required as some signatures may not be able to be certified due to illegibility or the fact that signers may not be registered to vote in Plymouth.
3. Please be sure that a contact person is indicated on any petition so that the petitioners know when their article will be discussed prior to town meeting. The contact person is not considered the petitioner, however, the petitioner of an article is the first signer listed on the petition. Please be sure to include the contact information and the article language on each petition sheet submitted in support of your proposed article.
4. Submit the signed petition to the Town Clerk's Office by the deadline established prior to town meeting. The deadline for warrant articles for the Annual Town Meeting is the last Wednesday of the previous November. The deadline for any Special Town Meeting warrant is set when the Special is called.
5. The Town Clerk will submit the signatures for verification and certification by the Board of Registrars.
6. Prior to town meeting, petitioners will be contacted to present their articles to the Board of Selectmen and the Advisory and Finance Committee.
7. Petitioners will also be expected to attend town meeting to present their article and/or respond to questions.
8. If your petition recommends a bylaw change, it is advised that you meet with the Department Head whose department is involved in the bylaw and the Bylaw Review Committee. The Bylaw Review Committee's contact information is on the town's website under the Town Clerk's Office (appointed officials).