PETITION FOR TOWN MEETING ACTION

PETITION CONTACT INFORMATION

Contact Person _____________________
Address ___________________________
Phone _____________________________
Email _____________________________

WE, THE UNDERSIGNED RESIDENTS AND REGISTERED VOTERS OF THE TOWN OF PLYMOUTH DO HEREBY SUBMIT THE FOLLOWING PETITION FOR TOWN MEETING VOTE:

To see if the Town will vote to …

, or to take any other action relative thereto.

PRINT NAME                SIGNATURE    ADDRESS
♦ ________________________   _____________________   _____________________________
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♦ THE FIRST SIGNATORY ON THE FIRST PAGE OF THE PETITION IS THE PETITIONER OF THE ARTICLE AND WILL BE LISTED AS SUCH ON THE TOWN MEETING WARRANT.

Updated December 2008

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OFFICE OF THE TOWN MANAGER
MEMORANDUM

TO: Town Meeting Members and Interested Citizens
FROM: Melissa Arrighi, Town Manager
RE: Placing an Article on a Town Meeting Warrant

Any citizen who 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 approval. Please find a sample form attached for this purpose. A clear statement with the required number of signatures is acceptable. It is advisable that a private attorney review the proposed petition language prior to submittal.

2. Solicit at least 10 signatures for an article to go before the Spring or Fall Annual Town Meeting or at least 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 the 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 Spring Annual Town Meeting is the third Wednesday in December. The deadline for the Fall Annual Town Meeting is the second Friday in August. 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. There may be other Committees that request the article be presented to them prior to Town Meeting.

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, or some type of change for a department/division, it is advised that you meet with the Department Head and any staff to get their feedback.