

Dated September 15, 2014

**Board of Selectmen Guidelines for Submission of an Article for Town Meeting.**

In order to create a consistent process, the Board of Selectmen hereby adopts this set of instructions and format for the submission of an article to be considered for inclusion in the authorized warrant for regular town meeting or for special town meeting, including private petition articles. The guidelines do not alter the existing requirements to include an article in a published and authorized warrant, including but not limited to public hearings and committee support. These guidelines only outline the information to be included with the submission of the proposed article.

Since the Community Preservation Committee and the Capital Outlay Committee have established separate submission procedures for projects to be considered for funding, that submission packet will meet these guidelines.

The Town Administrator will be available in advance of submission for a review of the draft information, so that your concept will be clear and will be more likely to pass legal review by town counsel.

**Format/ Information for Submission of Article**

1. Title of Article
2. Sponsored by: person's name, and town department/committee/commission/board or external organization
3. Contact information: telephone and/or email address
4. Date Submitted
5. Text of Article ( may require rewording based on review by Town Counsel)
6. Funding Requested, how calculated
7. Proposed Source(s) of Funding
8. Discussion of purpose of Article. Include anticipated benefits to community and other rationale for the article, including what you hope to accomplish.
9. Will Article require changes to existing by-laws or zoning or Town Charter or any other existing regulation, by vote of Town Meeting, Home Rule Petition or town wide ballot?  
No \_\_\_ Yes \_\_\_ please explain.
10. Will Article require a public hearing? No \_\_\_ Yes \_\_\_ If yes, date scheduled
11. Will passage of this Article create on-going operating expenses such as maintenance and/or repairs? No \_\_\_ Yes \_\_\_ If yes, how will these expenses be funded?
12. Is this required to be included in the capital outlay recommendations? If so, is it? \_\_\_\_\_

13. Attachments as needed to support the article. Including but not limited to maps, charts, deeds, cost estimates, budgets, income estimates to offset expenses, professional assessments, reports from town committees/commissions/boards as appropriate
14. If this is a private petition article, attach the completed signature page, with signatures of 10 registered voters for Annual Town Meeting and 100 for Special Town Meeting.