

## Annual Town Meeting 2024 Timeline

Tuesday, December 5, 2023	The Select Board vote to hold a Annual Town Meeting (ATM) on Monday, May 20, 2024 at 7:00 PM at the Fowler School Auditorium
Tuesday, December 5, 2023	The Select Board vote to hold a Annual Election, including debt exclusion vote, on Tuesday, May 7, 2024 at 7:00 AM until 8:00 PM at the Fowler School Auditorium
Wednesday, December 6, 2023	Select Board via (Town Administrator) gives notice to all Town Agencies, Town Officers and Chairpersons of Multiple Member Committees <i>Deadline imposed by the Town Administrator (Charter is silent on this notification for ATM/STM)</i>
Tuesday, January 2, 2024	The Select Board consider approval of the Performance Recognition Program
Wednesday, February 28, 2024	<b>Deadline for submittal of all Draft Warrant Articles to Select Board by Town Agencies, Boards and Committees</b> ( <i>Funding amounts and sources required</i> ) - <i>Deadline imposed by the Town Administrator</i>
Friday, March 15, 2024	<b>Select Board publishes notice of the calling of Annual Town Meeting</b> <i>Maynard Town Charter, Section 2-5: SB to publish notice at least 60 days prior to ATM</i>
Thursday, March 21, 2024	<b>Deadline for submittal of all Citizens Petition Warrant Articles for ATM; referred to FinCom upon receipt</b> <i>Maynard Town Charter Section 2-7 C.2: Citizens Petitions must be received at least 60 days prior to ATM</i>
Tuesday, April 2, 2024	Select Board vote to approve local election warrant, including debt exclusion vote, for Town Clerk, Tuesday, May 7, 2024 at 7:00 AM until 8:00 PM at the Fowler School Auditorium
Tuesday, April 9, 2024	FinCom recommendations, comments and reports due for ATM <i>Must be done before SB approves ATM Warrant</i>
Tuesday, April 16, 2024	<b>Select Board vote to approve ATM Warrant</b> <i>Last meeting before publishing deadline</i>
Monday, April 22, 2024	<b>Deadline to submit candidates for the Performance Recognition Program</b>
Wednesday, April 24, 2024	<b>ATM Warrant to be printed (xxx copies)</b> <i>Printing deadline (earliest time available after printing of ATM)</i>
Friday, May 3, 2024	<b>Annual Town Meeting Warrants mailed to all houses holds</b> <i>Town of Maynard By-Laws, Chapter 1, Section 1: The Warrant for the Annual Town Meeting, and any and all Special Town Meetings, shall be printed in a local publication or delivered to each household, at the discretion of the Select Board, and made available at the Town Building and Post Office at least 14 days prior to the meeting. The Warrant shall state the time and place at which the meeting is to convene and, by separate articles, the subject matter to be acted upon.</i>
Monday, May 6, 2024	<b>PowerPoint Slides are Due to the TA/SB Office</b>
Tuesday, May 7, 2024	<b>Date of Local Election, including Charter Amendments Approval: Tuesday, May 7, 2024 at 7:00 AM until 8:00 PM at the Fowler School Auditorium</b>
Wednesday, May 8, 2023	Layout Hearing at Select Board Meeting for the taking of Fletcher Street, Heights Terrace, and Allan Drive
Monday, May 13, 2024	Performance Recognition Program awardees selected by the the selection group. Prepare award citations for awardees.
Monday, May 13, 2024	<b>Finance Committee Holds Public Hearing</b> <i>Maynard Town Charter, Section 2-3(b)(1): The finance committee shall hold one or more public hearings to permit public discussion of the subject matter of all articles contained in the warrant.</i>
Monday, May 13, 2024	<b>Post Meeting Notice of ATM</b> <i>Town of Maynard By-Laws, Section 1A: Town Meeting shall be notified by posting an attested copy of the warrant calling the same, one at the Post Office, and at each of the ten (10) other public places in Town, seven (7) days at least before the day appointed for said meeting</i>
Monday, May 13, 2024	<b>Prep Meeting for Annual Town Meeting Moderator - Finance - SB - TA - Town Clerk and Anyone Sponsoring Articles should attend via ZOOM</b>
Monday, May 20, 2024	<b>Annual Town Meeting - Fowler School Auditorium</b>