



GUIDELINES FOR FILING A CITIZEN PETITION WARRANT ARTICLE

Goal:

The purpose of this form is to define the requirement in the Maynard Town Charter on how to submit a Citizen Petition Article on the Warrant for consideration at a Town Meeting.

Requirements:

1. **INITIATION OF WARRANT ARTICLES** (Ref: Town Charter SECTION 2-8)
 - a) Initiation - The select board shall receive at any time all petitions addressed to it and which request the submission of any matter to the town meeting and which are filed and initiated by:
 - (1) The Town Administration:
 - (i) any town officer
 - (ii) any multiple member body acting by a majority of its members
 - (2) Citizen Petition:
 - (i) any ten (10) voters for an Annual town meeting
 - (ii) any one hundred (100) voters for a special town meeting
2. **Citizen Initiated Special Town Meetings** (Ref: Town Charter SECTION 2-6)
 - a) Special town meetings may also be held upon request in writing of two hundred (200) or more registered voters, or of twenty (20) per cent of the total number of registered voters of the town, whichever number is the lesser. The Selectboard shall call a special town meeting, to be held not sooner than twenty-one (21) days nor later than forty-five (45) days after the receipt of such request.
3. **Town Scheduled Town Meetings** (Ref: Town Charter SECTION 2-8)
 - a) Annual Town Meeting: The select board shall include on the warrant for the annual town meeting the subject matter of all petitions which are received at its office before normal close of business sixty (60) or more days prior to the date fixed by town by-law for the town meeting to convene.
 - b) Special town meeting: The select board shall include in the warrant for such special town meeting the subject matter of all petitions which are received at its office before normal close of business on the thirtieth (30th) day prior to the date of the special town meeting. Where the select board have waived the forty-five (45) days' notice period and the resulting notification is less than thirty (30) days, then only articles that are submitted to the select board at the meeting at which they have waived the forty-five (45) day notice period and the select board have determined that the article is germane to the situation for the waiving of the forty-five (45) day notification, shall be included on the warrant.
4. **Inclusion on Warrant** (Ref: Town Charter SECTION 2-8)
 - a) The Selectboard shall disqualify proposed warrant articles only if they fail to meet any of the following criteria.
 - b) The written requests of registered voters for the insertion of subjects in town meeting warrants shall not be valid unless the required number of registered voters not only sign their names but also state their residence, with street and number, if any. The select board shall submit such written requests to the town clerk who shall check and forthwith certify the number of signatures so checked which are names of voters in the town, and only names so checked and certified shall be counted. A greater number of names than are required in each case need not be certified. Petitions that fail to be valid shall be disqualified by the select board.
 - c) With the exception of ongoing union negotiations, any proposed warrant article requesting expenditure of town funds shall include an estimated cost and a proposed funding source. Warrant articles requesting expenditure of town funds that do not include estimated costs shall be disqualified by the Selectboard.

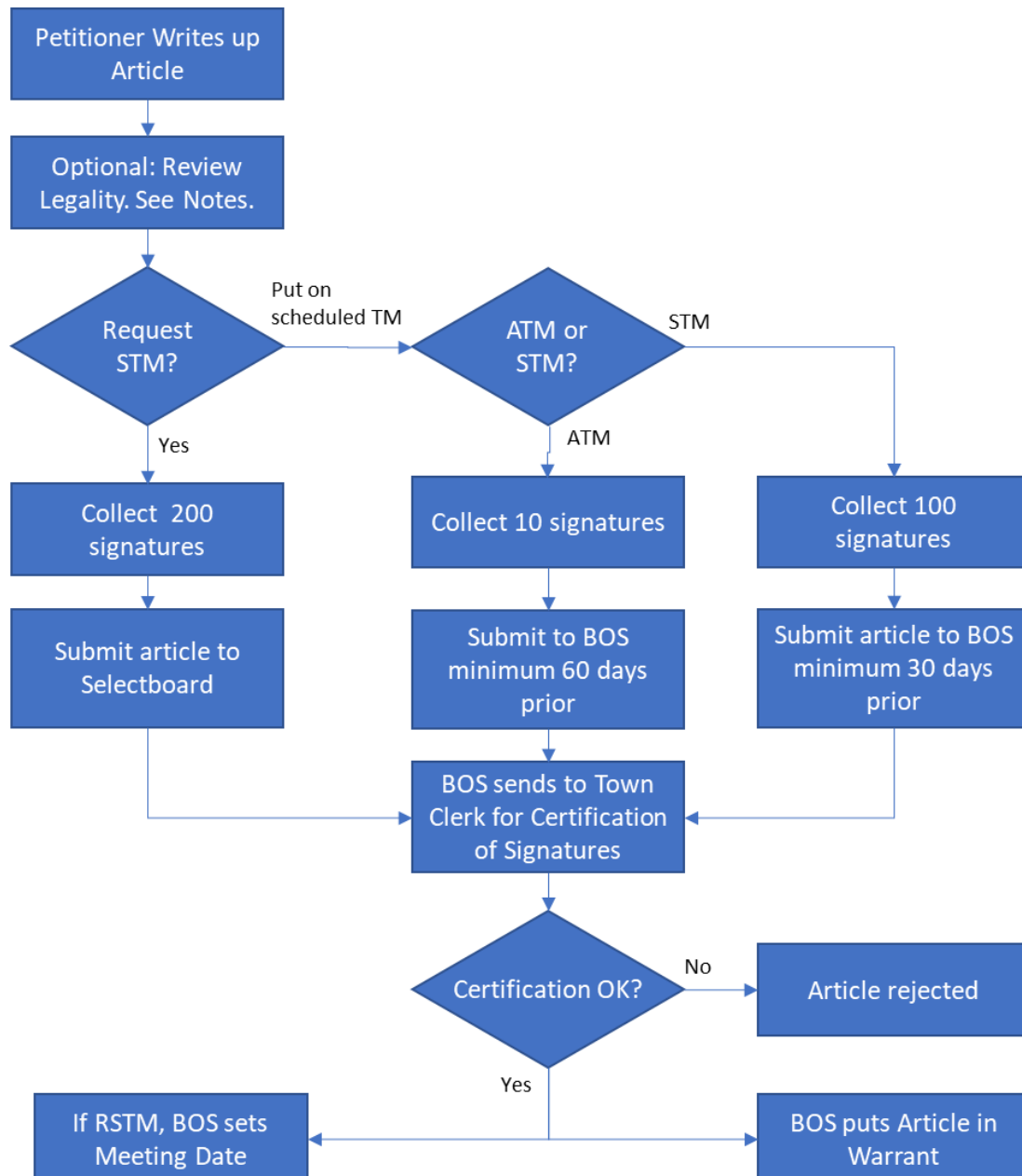


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- d) With the exception of citizen petitions, all proposed warrant articles shall be subject to review by town counsel. Any proposed article deemed to be illegal by town counsel shall be disqualified by the Selectboard.

Procedure:

1. There are Approximately 7500 registered voters and 10% or 20% is greater than the minimum requirements
2. Notes:
 - a. ATM = Annual Town Meeting
 - b. STM = Special Town Meeting
 - c. RSTM = Requested Special Town Meeting
 - d. TM = Any Town Meeting
 - e. BOS = Selectboard
 - f. It is the petitioners' responsibility for legal compliance to Federal, State and Local laws
3. Flow Chart:





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Petitioners hereby requests the Maynard Selectboard to:

- ☐ Place the following article on the next Annual Town Meeting warrant.
- ☐ Place the following article on the special town meeting warrant scheduled for _____ (list date mm/dd/yy).
- ☐ Call a Special Town Meeting to consider the following article.

Article Wording:



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#	Office use only	Signature to be made in person with name substantially as registered.	Address as now registered in Maynard with number, street and apartment (if any)
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