

## VISITORS TO CONCORD 2019 ANNUAL TOWN MEETING

**Non Voters.** Concord residents who are not eligible to vote, including new residents not yet registered to vote and students in our schools, will be admitted to the hall after recording their name and address on a sign-in sheet. This sign-in requirement also applies to children accompanied by adults; the accompanying adult must sign for children too young to sign on their own. Adults are encouraged to register their children in the childcare center located in Room 121, outside of the performance gym.

**Non-Residents.** Persons who are not Concord residents, but who have a special interest in a warrant article, may be admitted after (1) receiving permission from the Moderator, and (2) recording on the visitor check-in sheet their name, address, and business affiliation (if relevant to their presence). The Moderator normally grants permission to attend the Meeting to individuals sponsored by registered Concord voters.

**Badges and Seating.** Visitors must wear the VISITOR badge issued to them upon sign-in, so long as they remain in the building. Unless specifically granted permission by the Moderator to sit elsewhere, visitors must sit in the designated VISITOR section at the rear of the Meeting venue. Adults bringing children to the Meeting venue should direct their children to the VISITOR section, and join them there, if their children require supervision. Non-resident Town employees supporting town boards or committees are not required to sit in the Visitor section.

**Speaking.** The Moderator may, in her discretion, recognize a visitor to speak on a motion before the Meeting if the visitor represents an interest or perspective not otherwise represented by Concord voters. Visitors wishing to speak at the Meeting must request the approval of the Moderator in advance. Non-resident Town employees may speak at the Meeting on matters within their area of employment; when rising to speak, they must indicate their employment position.

**Voting. Persons admitted as visitors are not allowed to participate in voting in any manner, including in voice votes or standing votes.** When a standing vote is taken, tellers will not count anyone who does not display a voting slip, whether they are sitting in the visitor section or are elsewhere by permission.

**Closed Doors.** When a standing vote begins, the doors to the meeting venue are closed, and no one is permitted to enter or leave until the results are declared, including visitors and non-resident Town employees.

**Priority for Voters.** Fire regulations require everyone in the meeting venue to have a seat. In the unusual and unlikely event that the hall cannot accommodate both visitors who have been admitted and all registered voters desiring to be admitted, the Moderator may ask visitors to leave the Meeting venue and go to the cafeteria to watch the proceedings on the television monitor. This also applies to children who are not registered voters. If the Meeting venue cannot provide seating for all voters who wish to participate, the Moderator will arrange for an overflow facility, consistent with the provisions of Mass General Laws, Chapter 39, Section 10.

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Carmin C. Reiss, Town Moderator