

## PREPARING MOTIONS AND AMENDMENTS FOR TOWN MEETING

1. **All main motions and lengthy amendments must be submitted in writing to the Moderator in advance of the Meeting.** The Town Manager's office receives motions on behalf of the Moderator. Motions and long amendments should be sent to the following two email addresses:

[ccarmody@concordma.gov](mailto:ccarmody@concordma.gov) and [TMSubmissions@concordma.gov](mailto:TMSubmissions@concordma.gov)

2. **Main motions must be submitted no later than 7 business days before town meeting.** This:
  - a) enables the Moderator and Town Council to determine whether each motion is within the scope of the article, clear in its intent, and consistent with state law and, if not, to direct any necessary revisions; and
  - b) allows time for town staff to have motions ready for use by Town Meeting participants.

Any revision of a main motion made after its initial submission must be submitted in writing to the Moderator by email to [TMSubmissions@concordma.gov](mailto:TMSubmissions@concordma.gov) and [ccarmody@concordma.gov](mailto:ccarmody@concordma.gov).

Any revision to a main motion made after the Friday before Town Meeting begins is a Late Revision and three written copies on paper must be submitted to the Moderator before the Meeting session at which the motion is expected to be made. Late Revisions will be permitted only in the Moderator's discretion.

All motions to be made at Town Meeting will be posted on the Town Meeting page of the Town website by no later than the close of business on the last Friday before Town Meeting. When motions are "moved as printed in the handout," handouts will also be posted on the Town Meeting page of the Town website by the close of business on the Friday before Town Meeting. Town staff is responsible for coordinating the posting of all handouts for the committees or boards that they support.

3. **To maintain an accurate record of all Town Meeting actions, the Moderator will not entertain a main motion or an amendment which is not in writing.**
4. After review by Town Council and the Moderator, all main motions and amendments **longer than 100 words** must be: (a) duplicated **on white paper only**, (b) double-sided, (c) in a quantity sufficient to provide **one copy for each voter** expected to attend, and (d) delivered to the town meeting site **at least one hour prior to the start of the meeting**. Consult the Town Manager's Office or the Moderator for the appropriate quantity of copies. If the quantity of Motion handouts is not sufficient for each voter to have one, the Select Board may move that action on the Motion be postponed until sufficient copies are made available.

Any document not prepared by a Town board or committee must indicate: (a) the name and address of its creator, and (b) the date it was created. Documents created by the Select Board or an official Town board or committee will be photocopied and delivered by the Town Manager's Office (or supporting Department Head). Documents created by an individual citizen must be photocopied and delivered by the citizen.

5. Any motion appropriating funds (whether main motion or amendment) must be submitted sufficiently in advance to permit Finance Committee review. Town Meeting customarily votes that any article appropriating funds affecting the tax rate will remain open until the Meeting concludes its business and dissolves, allowing the Finance Committee to recommend any adjustments required by the constraints of Proposition 2 ½ without moving for reconsideration of the particular article involved.

**THANK YOU FOR FOLLOWING THESE PROCEDURES TO MAKE TOWN MEETING RUN SMOOTHLY.**