

Preparing Town Meeting Handouts [2022]

To ensure fairness, accuracy, and equal access of information to all Town Meeting participants, **All Town Meeting Handouts must be reviewed and accepted by the Moderator prior to photocopying and must be prepared and submitted in accordance with these requirements.**

Motions Exceeding 100 Words:

- Motions and amendments exceeding 100 words must be produced as a Handout following the Moderator's approval and delivered to Town Meeting in accordance with these Requirements.

Handout Preparation:

- All Handouts prepared by a Town Board/Committee or Town Department must include:
 - Article name and number
 - Name of Town Board/Committee or Town Department preparing handout
 - Date document created
- All Handouts prepared by citizen petitioners or other Concord voters must include:
 - Article name and number
 - Name and address of the person preparing handout
 - Date created.

Submission of Handouts for Approval:

- **Citizen Petitioners, Town Boards & Committees, and Town Departments all must submit Handouts for review and approval by the Moderator no later than the Friday preceding Town Meeting by emailing to: TMHandoutSubmissions@concordma.gov. The Moderator will email approval or revision request to submitters. Revised Handouts must be resubmitted for final approval.**

Photocopying and Delivery of Handouts:

- Duplicate **on white paper only**.
- Photocopy handouts exceeding one page **double-sided**.
- Produce a quantity of handouts **sufficient for each voter to have one**. Consult the Town Clerk's Office, the Town Manager's Office, or the Moderator for the appropriate quantity. If the number of copies is insufficient to provide all Town Meeting participants with a copy of a handout, the Select Board may move to postpone action until sufficient copies are made available.
- Deliver handouts to the tables in the CCHS cafeteria **one hour before the start of the session** at which the subject article is expected to be discussed.
- On regular business days, handouts may also be delivered to the Town Manager's Office **by noon** for Town staff to transport them to the High School information tables before the start of the session.

Removal and Recycling of Handouts:

- **ONLY** Town Meeting-related documents may be placed on the information tables. Any matter not related to Town Meeting will be removed and recycled.
- After Town Meeting has acted on an Article, any handouts relating to that Article will be removed and recycled.