

## **Important Dates for Sponsors of Articles on the Warrant for Concord Annual Town Meeting 2022**

- April 14      Town Meeting Coordination Meeting (on Zoom; link will be posted at [www.concordma.gov](http://www.concordma.gov) ) to be attended by all persons presenting on an Article at Town Meeting and any town board or committee wishing to speak from the podium on its recommendation on any Article (time allotments for presentation will be assigned).
- April 18      Deadline for submitting draft Motions for review by the Moderator and Town Counsel. See **Preparing Motions and Amendments for Town Meeting** memo for further information.
- April 22      Deadline for submitting Town Meeting PowerPoint presentations for review and approval by the Moderator. Use **Presentation Template** found under the Town Meeting tab at [www.concordma.gov](http://www.concordma.gov). (Note: earlier submission is welcome and appreciated.)
- April 22      Deadline for submitting Handouts for review and approval by the Moderator. See **Preparing Handouts for Town Meeting** memo for further information. (Note: the sooner you submit your handouts for review and approval, the sooner you will receive approval or any requests for changes and the longer you will have to get your photocopies made)
- May 1          Town Meeting begins at 1:00 p.m. at CCHS. Any handouts for Articles 3 through 26 should be delivered to CCHS no later than noon and placed on the materials tables. **Any handouts for Articles 27 through 47 should be brought to CCHS by the Article sponsor but not placed on the materials tables** until the Moderator directs them to be placed. (This will prevent a second set of photocopies having to be made if we do not reach all articles on May 1 and need to continue the Meeting on subsequent day(s).)
- May 2          The Meeting will vote on May 1 whether to continue the Meeting on May 2 and if so to what time. If the Meeting continues on May 2, handouts on all Articles that were not reached on May 1 should be delivered to the materials tables at CCHS one hour before the Meeting begins.