

TOWN MEETING THE CONDUCT OF THE MEETING

- A. Voting
 - i. Only registered voters with a clicker can vote.
 - ii. Votes will be taken electronically.

- B. Warrant Articles
 - i. Articles will be acted upon in the order they appear on the warrant unless the meeting votes otherwise.
 - ii. All main motions must be in writing, with copies given to the Town Clerk and Moderator
 - iii. All motions and amendments dealing with the expenditure of money must be in writing, again with copies given to the Town Clerk and Moderator.
 - iv. No person shall address a town meeting without leave of the moderator [MGL Ch. 39, Sec. 17].
 - v. The sponsor of the article will be recognized to place a motion before the meeting.
 - vi. The sponsor will be asked to speak to the merits of the motion
 - vii. An opponent to the article, if there is one, will then be recognized to speak.
 - viii. The Finance Committee, Planning Board (for zoning articles) and Board of Selectmen will be recognized for their recommendations
 - ix. Following the recommendations, the article will be open for debate.

- C. Open Debate
 - i. Voters wishing to speak should proceed to the speaker seats to be recognized
 - ii. Non-voters, other than department heads, must request and be granted permission by the meeting before they can speak.
 - iii. Each speaker has a total of 10 minutes to speak.
 - iv. A speaker cannot move the question after concluding his remarks
 - v. A motion to move the question requires a 2/3 majority vote to shut off debate

- D. Town Meeting will be run in accordance to the following four rules:
 - i. All debate will be conducted in a respectful and courteous manner.
 - ii. Comments will be limited to the subject being debated.
 - iii. No comments of a personal nature are to be made.
 - iv. Anyone unwilling or unable to comply with these rules will be removed

- E. Following the vote on the last article, the Moderator will entertain a motion to “Dissolve” the meeting

SAFETY ANNOUNCEMENT FROM THE FIRE CHIEF

There are seven exits to the auditorium. Please take a moment to locate the exits nearest you in case there is a need to evacuate the building. Once outside the auditorium, follow the exit signs to leave the building. Please do not block any aisles with chairs or other items.