

ARTICLE 3

PROCEDURES AT TOWN MEETINGS

SECTION 1

The procedure at town meetings shall be governed by the "Rules of Practice" contained in "Robert's Rules of Order of Parliamentary Practice", except as modified by law or by these bylaws.

Adopted: June 5, 1995 Approved June 27, 1995

SECTION 2

Any town meeting such as a "yearly town meeting" or "special town meeting" shall require a quorum of 100 voters present for the legal voting on any town issues according to MGL Chapter 39, Section 13.

Sections Renumbered: June 4, 2012 Approved: Sep 24, 2012

SECTION 3

Each annual or special town meeting shall be called to order by the Moderator promptly at the appointed hour. In absence of the Moderator, such meeting shall be called to order by the Town Clerk, who shall preside until a temporary Moderator is chosen to act during the absence of the Moderator.

SECTION 4

Immediately after the meeting has been called to order by the Moderator, the Town Clerk shall read the warrant and the return by the person who served the same, unless the meeting votes that the reading of the articles in the warrant be omitted.

SECTION 5

- a. Unless otherwise provided by law or bylaw, all motions shall require only a majority vote.
- b. If a two thirds, four fifths, or nine tenths vote of a town meeting is required by statute, the count shall be taken, and the vote shall be recorded in the records by the clerk; and provided, further, that if the vote is unanimous, a count need not be taken, and the clerk shall record the vote as unanimous."
- c. Every article in the warrant shall be taken up in its order in the warrant, unless otherwise voted by the meeting, and no motion or resolution, the subject of which is not set forth in some article in the warrant, shall be entertained excepting for the purpose of obtaining the sense of the meeting.

Adopted June 7, 2010 Approved Sep 24, 2010

SECTION 6

The vote on any motion, provided the meeting so votes shall be taken by a "Yes" or "No" ballot with the use of the check list. Any warrant article authorizing the Treasurer to borrow by bonding in excess of \$750,000.00 (seven hundred fifty thousand dollars) shall be voted only by means of a "YES" or "NO" ballot, so that an accurate count can be taken and sealed.

SECTION 7

No person, except registered voters of the town, shall be admitted to any Annual or Special Town Meeting unless permission is granted by the Moderator or by a vote of the Town Meeting. If

ordered by the Moderator, or by vote of the meeting, the voting lists of the town shall be used to check the names of registered voters.

SECTION 8

No vote shall be reconsidered except upon motion to that effect or upon a notice of such motion given at the same session of the meeting and within one (1) hour after the result of such vote has been declared. A two-thirds vote of those present shall be required.

SECTION 9

A motion, if required by the Moderator, shall be put in writing before being submitted to the meeting.

SECTION 10

It shall be mandatory that the Finance Committee make a report on any motion carrying an expenditure or appropriation of money.

SECTION 11

The Town Clerk shall provide and have in readiness for use at town meetings a sufficient supply of "Yes" and "No" ballots. Such ballots shall not be distinguished from each other in size, shape, color, paper, ink, in size and style of type, or in any other way which would make it possible to distinguish what was printed on said ballot other than by examination of the word printed thereon.