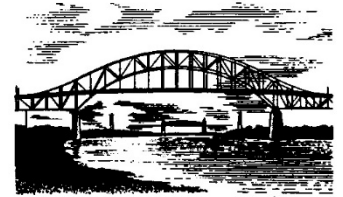


# Town of Bourne Administration



[www.townofbourne.com](http://www.townofbourne.com)



24 Perry Ave, Bourne, MA 02532

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## TOWN MEETING PETITION ARTICLE GUIDANCE

The following information, steps and attached forms have been prepared as general guidance to all residents to assist with navigating through the required process for submitting a petitioned article (MGLc.39§10) for placement on a warrant for either Annual or Special Town Meeting in the Town of Bourne.

If more detailed advice is needed, please contact the Select Board/Administration Office.

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### WHAT IS A WARRANT?

A Town Meeting Warrant is the official document listing complied articles that is publicly posted, and distributed to voters at Town Meeting to use as reference.

### WHAT IS AN ARTICLE?

Articles are the individual subjects to be acted on by voters attending a Town Meeting. Articles can be submitted by Town Boards and Departments, by the Select Board, and/or by private petition.

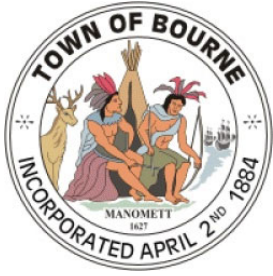
### TYPES OF TOWN MEETINGS

There are two types of Town Meetings held in the Town of Bourne: Annual and Special. Each type of meeting has different article submission requirements for non-town board or department affiliated sponsors, or "Private Petitioners".

- **Annual Town Meeting** occurs on the 1<sup>st</sup> Monday in May of every year. A Private Petitioned article may be included in the Annual Town Meeting Warrant with certified signatures from ten (10) or more registered voters.
  - **Special Town Meeting** can occur at any time of year. A Private Petitioned article may be included in any scheduled Special Town Meeting Warrant by petition with certified signatures from one hundred (100) registered voters or 10% of the total number of registered voters of the town, whichever number is less.
    - \* A Special Town Meeting may be called at any time upon request in writing, of two hundred (200) registered voters or of 20% of the total number of registered voters of the town, whichever number is less. Such meeting is to be held not later than forty-five (45) days after receipt of such request, and shall include in the warrant all subjects requested by said petition.
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## STEPS FOR FILING A PETITIONED ARTICLE

Step 1	<p>Petitioners should consult with the Administration Office early in the process to establish a reasonable timeline for their article's inclusion.</p> <p><b>Helpful Hint:</b> <i>Articles must be initiated early enough to allow all legal and procedural requirements to be met before it can be voted on at Town Meeting. Depending on the subject matter of the article, it may require further review by the Select Board, the Finance Committee, the Community Preservation Committee, and/or the Planning Board or other boards or committees. In some instances, a public hearing may be required and incorporated in the timeline.</i></p>
Step 2	<p>Forms for submitting a Petitioned Article is available in the Select Board's Office or found online at <a href="http://www.townofbourne.com">www.townofbourne.com</a></p>
Step 3	<p>Finalize the language of the Petitioned Article.</p> <p><b>Helpful Hint:</b> <i>An article should be phrased to accurately accomplish its intended purpose, and should ensure that the action the article proposes conforms to state law, Town of Bourne by-laws, and is within the purview of Town Meeting. Therefore, care in the writing and the timing of articles is very important as the Select Board must place the petition Article on the Warrant exactly as submitted by the petitioners.</i></p>
Step 4	<p>Insert the Petitioned Article Language within the "Citizens Petitioned Article" Form.</p>
Step 5	<p>You may copy the petition page as needed to secure enough signatures. Each separate signature page shall have the language of the proposed article appearing thereon.</p>
Step 6	<p>Submission of petition articles shall be made to the Office of the Town Administrator no later than the deadline established by the Select Board. In addition to submitting the attached forms to the office by the announced deadline, it is requested that the petition article wording be e-mailed as a WORD document to Administrative Assistant Maria Simone at <a href="mailto:msimone@townofbourne.com">msimone@townofbourne.com</a></p>
Step 7	<p>Signatures are forwarded to the Town Clerk's Office to be certified.</p> <p><b>Helpful Hint:</b> <i>Sponsors of a petition article are encouraged to secure more signatures than necessary, in the event the signatures are disqualified for any reason (i.e. non-registered voter, illegible signature, etc.).</i></p>
Step 8	<p>Each petitioned article's sponsor will be notified of any public board/committee meeting reviewing, deliberating and/or voting on recommendation.</p>
Step 9	<p>The Petitioned Articles will be included in the corresponding Town Meeting, and per MGL will be printed in the Warrant <b>exactly</b> as submitted including spelling and punctuation.</p>



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## Voter Petitioned Article – Contact Information Sheet

*This form must be completed for each petitioned article*

### Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Title/Subject Matter of Petitioned Article: \_\_\_\_\_

**Please note:** Signatures must be written on the same page as the petition. If the petition is lengthy and leaves insufficient space for the necessary signatures on one page, the petition must be copied on each additional page required for the remaining signatures.

### For Select Board Office Use Only – Do Not Write in This Area

Date petitioned article submitted: \_\_\_\_\_

Date signatures verified by Town Clerk: \_\_\_\_\_

The following Board/Committee(s) will comment on this article:

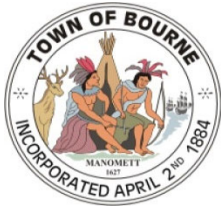
Select Board: \_\_\_\_\_

Community Preservation: \_\_\_\_\_

Planning: \_\_\_\_\_

Other: \_\_\_\_\_

Finance: \_\_\_\_\_



RECEIVED:

## CITIZENS' PETITION FOR TOWN MEETING ARTICLE

### To the Select Board:

*We, the undersigned registered voters of the Town of Bourne, hereby petition the Select Board to take the necessary actions to insert the following article in the warrant for the \_\_\_ Annual \_\_\_ Special Town Meeting \_\_\_ or to call a Special Town Meeting which would include this petition article.*

Proposed Warrant Article (also to be included on the top of **each** signature page)

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TC Use Only	Printed Name	Signature of Registered Voter	Address

*(To be completed by the Town Clerk) Certification of Names*

**ATTENTION VOTERS:** Before signing, read proposed article on other side.

[illegible]