

## ARTICLE II - TOWN MEETING

### SECTION 200 CALLING AND NOTICE (Art. II, Sec. 1)

a.) All Town meetings shall be called in pursuance of a warrant under the hands of the selectmen, or by petition as provided by Mass. Gen. Laws.

b.) The warrants for all Town meetings shall be directed to a constable or some police officer of the Town, and posted in each precinct, at least seven days before the Annual Town Meeting and at least fourteen days before any Special Town Meeting. Copies of the warrants shall be mailed to each household approximately 10 days prior to each Annual and Special Town Meeting. Distribution may be accomplished, at the discretion of the Board of Selectmen, by publication of the warrant in a newspaper with local circulation within the town or, if there is none, a newspaper with general circulation in Hampden County and which is delivered to all Wilbraham households by United States Postal Service. (ATM 5/4/98, art. 31, ATM 5/14/07, art. 38)

c.) The warrant for Town meetings shall state the time and place of holding the meeting and the subjects to be acted upon thereat. A copy of the warrant shall be posted at the Town Office Building, the Town Library, and at one public location in each precinct.

### SECTION 201 SCHEDULING ANNUAL TOWN MEETING (Art. II, Sec. 2)

a.) The Annual Town Meeting shall be held in either March, April or May of each year, the date to be determined by the Board of Selectmen. (Amended ATM 06/12/93 Art. 5)

b.) The meeting for the consideration of the articles of the warrant other than the election of officers shall commence no earlier than 9:00 a.m.

### SECTION 202 CONDUCT OF TOWN MEETING

a.) The Town meetings shall be called to order and presided over by the Town moderator. However, in the absence of the moderator, the Town Clerk shall preside until the election of a temporary moderator by that meeting.

b.) Articles in the warrant shall be acted upon in the order in which they stand, except that the moderator may, upon request and for reasons stated, entertain the motion to take up an article out of its regular order. (Art. II, Sec. 4)

c.) At any Annual or Special Town Meeting the moderator shall not receive a motion to cut off debate on any motion before the meeting until at least five voters have spoken for, and five voters have spoken against the pending motion, provided, however, at least such a number have asked to be and have been recognized for such purpose. (Art. II, Sec. 6)

d.) No motion, the effect of which would be to dissolve a Town Meeting, shall be in order until every Article in the warrant has been duly considered and acted upon, but this shall not prevent the postponement of action on, or the consideration of, any Article to an adjournment of the meeting to a state time. (Art. II, Sec. 3)

e.) On matters requiring a two-thirds vote by statute a count need not be taken unless the

vote so declared is immediately questioned by seven or more voters as provided in General Laws Chapter 39, Section 15.(ATM 04/28/97, art.5)

f.) In all matters not specifically provided for by law or by the By-laws of the Town of Wilbraham, the Moderator shall be guided by the principles and rules of practice contained in the work entitled "Town Meeting Time, A Handbook of Parliamentary Law, Second Edition" by Johnson, Trustman and Wadsworth. (ATM 5/3/99, Art. 24)

### SECTION 203 QUORUM FOR TOWN MEETING (Art. II, Sec. 3)

The quorum for Town Meetings shall be fifty voters.

### SECTION 204 THE ELECTION OF OFFICERS

a.) The town election of officers shall be held the first Saturday following the commencement of the Annual Town Meeting, and shall be a part of that meeting. (Art. III, Sec. 1)

b.) A warrant for the election of officers, designating the hours during which polls shall remain open, the place in each precinct where balloting shall take place, and the specific officers and terms, shall be posted concurrent with the warrant for the Annual Town Meeting. The polls for the election of officials shall be opened at 8:30 a.m. and close at an hour to be determined by the Board of Selectmen and specified in the warrant, but the polls shall be kept open at least ten hours.