

THE TOWN MEETING PROCESS

QUORUM: In accordance with the Town Charter, there can be **no less than 100 registered voters** at the Town Meeting **at all times** in order to conduct business. If you believe that we are under the required quorum attendance, a “point of order” motion would be in order and we will count the remaining participants.

VISITORS: All visitors must check in at the Registrar’s table. Visitors cannot vote, but can speak with a 2/3rds vote of registered Poland voters. It is recommended that a motion be made to allow all visitors to speak (they are wearing a visitor’s badge) under a consent agenda – meaning that, all visitors would be allowed to speak if so voted, unless anyone would like to exclude a particular speaker from that authorization.

VOTING: Voice voting will not be permitted; all votes shall be counted based on the **ORANGE VOTER VERIFICATION CARD** voters received at check in. Please make sure that you have checked in with the Registrar and have received your voter’s card. Use this card each time a vote is called and keep it for the entire meeting. At the end of the meeting ***please return*** this card to registration check in.

LAYOUT OF THE ARTICLES: We will begin with the **Legislative Articles** which primarily deal with ordinances and are voted “up or down”. Language changes to the document, its contents or the article as presented, are not permitted.

Then we will move on to the **Municipal Articles**. The format of these articles is known as “**closed ended articles.**” With closed ended articles, the amount stated in the article is the maximum amount that the article can be. Only motions to lower that amount would be in order. In articles that have several departments and have a lump sum stated in the article, voters will only be voting **on the lump sum**, not the individual departmental amounts. If the lump sum is reduced from the recommended amount in the article, it will be up to the Selectmen to decide where the reduction will be applied. The Selectmen’s objective would likely be to try and honor the wishes of voters, if the intent of the reduction was clearly presented.

MAKING A MOTION: When making a motion please make it using **affirmative** language. This helps to clarify that a “yes” vote means yes and a “no” vote means no.

SPEAKING: All individuals wishing to speak should **raise their hand and await recognition by the Moderator**. You should then come up to a microphone, **state your name for the record**, and then ask your question. **All questions must be directed to the moderator.** Floor conversations between individuals are not permitted.

RECONSIDERATION: Is a two-step process:

1. First a vote is taken on whether to reconsider the question.
2. Then a vote is taken on the reconsidered article itself.

REGULATIONS OF RECONSIDERATION:

1. Reconsideration can only be requested by someone who voted on the prevailing side of the article in question.
2. The voter must notify the moderator, **prior** to the vote being taken on how they are going to cast their vote on the article. On a **written ballot**, the voter must show their ballot to the moderator before the votes are counted.
3. If the voter ends up on the prevailing side the request to reconsider the article can be recognized.
4. The request for reconsideration **must** be before the start of the second article following the article to be reconsidered.
5. Example: The voter notified the Moderator and cast their vote on the prevailing side of Article 13. The voter may now request a reconsideration of Article 13 upon the conclusion of Article 13, or during the discussion of Article 14 only. No reconsideration will be recognized upon the beginning of Article 15.

The business portion of the Annual Town Meeting will begin with Legislative Article 3.