



Town of Arlington

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April 4, 2017

RE: Town Meeting Procedures

Dear Town Meeting Members:

Welcome to the Town of Arlington's 211th Annual Town Meeting. Thank you for keeping the debate at last year's Annual on topic, focused, thoughtful, well delivered and within the scope of the articles. Let's keep it up this year and hold true to our civility pledge, as we carefully consider the Articles before us.

Arlington's Town Meeting is conducted in accordance with Massachusetts General Laws, our Town By-Laws, traditions, customs and practices that we have followed for many years, with guidance provided by the principles and rules of conduct contained in *Town Meeting Time, a Handbook of Parliamentary Law*. Copies of *Town Meeting Time* can be purchased for \$25.00 each. If you would like a copy, please bring a check payable to the Massachusetts Moderators Association to the first meeting, or purchase one online at: www.massmoderators.org.

In my continuing quest to run an efficient meeting we will again use a "Consent Agenda" for noncontroversial, no action and housekeeping Articles. We will conduct one vote, electronically, on all of the articles at once. Attached is a list of the Consent Agenda Procedure and Articles. In addition, at the request of the School Committee and the Town Manager, for staff planning purposes, I have agreed to schedule a "budget night". We will take up Article 33 - Appropriations and Article 34 – Capital Budget on May 3rd.

In order to provide your fellow Town Meeting Members with ample time and opportunity to fully prepare for each Article, it is required that all substitute motions and substantial amendments to motions must be submitted both electronically to me at JLeone@town.arlington.ma.us and in writing, by placing a signed copy on each member's chair and by providing the original and two copies to the Moderator, no later than the commencement of the session before which the Article is expected to be considered. The Moderator may allow exceptions to this advance filing requirement in cases of motions that are short, clear, concise and easy to understand, but such exceptions are within the exclusive discretion of the Moderator. The only blanket exception to the 48 hour rule, will be for Articles considered at the first session, April 24th. It is suggested that prior to April 17th you e-mail your Substitute Motions to both Town Counsel, Doug Heim at DHeim@town.arlington.ma.us and to me for legal review and to allow for a determination, by me, on the scope of the substitute motions.

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Please join the Town hosted Town Meeting Members email list serve for the prior electronic distribution of materials by visiting: <http://arlingtonma.gov/communications-center/email-subscription-lists>. At the bottom of the page select the "Town Meeting Members" box to subscribe. The list is not for debate. You are required to send all substitute motions and supporting documents to me for a review of appropriateness and posting.

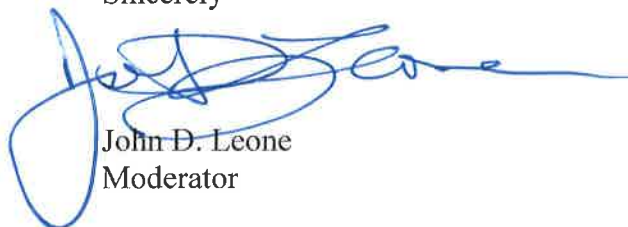
If it is your intention to utilize a Power Point or other computer aided presentation you are required to provide the computer files to Kristin DeFrancisco, Town Manager's office, KDeFrancisco@town.arlington.ma.us, prior to the meeting. If you wish it to appear on ACMI's cablecast, then you should also contact Sean Keane of ACMI at 781-777-1115, sean.keane@acmi.tv. Prior contact is critical to resolve all format and connectivity issues. It is urged that you contact them as soon as possible.

As provided by our Bylaws, Article 1, §7 (c), a speaker on each article is limited to a 7 minute period of time to speak upon their first time being called, and 5 minutes on their second trip to the microphone, all speakers for reports and announcements are now limited to 4 minutes. To be fair to your fellow Town Meeting Members and hear all points of view, I ask that you not request to speak for a second time until all others have had a chance to speak once. I would like to quote Mr. Jim Doherty, Andover's Moderator until the age of 90, upon the question of time limits for speakers, ***"I don't have a formal limit, but I did tell the meeting that about three minutes is enough for anyone. After five, you put them to sleep. After seven, they're going to vote against you even if they agree with you"***. I urge you to take his sage advice to heart and remember if a point has been made once, there is no need to repeat the point.

As a matter of courtesy to our Department Heads, Boards and Committee Members, if you have a specific question, or information request of one of them, please discuss the question or information request directly with the appropriate person well in advance so that they can gather and prepare the information. All Department Head email and telephone numbers are freely available on the Town's Website. It is hoped that this will eliminate Articles being tabled or postponed due to a lack of information, and also eliminate the placing of an individual in an awkward position or begin set up for failure.

I have attached hereto the Parliamentary Guide and the Oath of Office for your review prior to being sworn in. If you have any questions, please contact me at your convenience. Finally, I will be conducting a Town Meeting Member Orientation and Warrant Review on April 12th, 2017 at 7:30 p.m. in Robbins Library Community Room. Please join me.

Sincerely



John D. Leone
Moderator



Town Of Arlington

2017 Annual Town Meeting Consent Agenda

The following Articles will be handled as a Consent Agenda. Just as we do with the Budgets, I will read through all of the Articles, if you wish to have a particular Article removed call out "hold" and I will remove the Article from the Consent Agenda. Otherwise we will take one vote on all of the Articles. The recorded vote for each Article will be the recommended vote in the appropriate reporting Committee or Boards' report. The Votes will be recorded as a vote on each individual Articles.

I have chosen Articles that have either a No Action recommended Vote, articles which I anticipate will have no debate, or are housekeeping Articles that we pass each year in by a unanimous vote.

The Articles on the Consent Agenda are as follows.

- ARTICLE 9: Zoning No Action - Marijuana Buffer Zone
- ARTICLE 10: Zoning No Action - Mt. Gilboa
- ARTICLE 16: Bylaw - Municipal liens
- ARTICLE 18: By Law - Appraisals of Town property prior to disposition
- ARTICLE 20: No Action - Town issued email accounts
- ARTICLE 21: No Action - Surveillance Study group
- ARTICLE 28: Acceptance Local Option Taxes
- ARTICLE 35: Rescind Borrowing Authorization from Prior Years *(2/3rds Vote required)*
- ARTICLE 37: No Action - Appropriation Public Art
- ARTICLE 42: Appropriation Reconstruction of Sewers *(2/3rds Vote required)*
- ARTICLE 43: Appropriation Reconstruction of Water Mains *(2/3rds Vote required)*
- ARTICLE 45: Appropriation Committees and Commissions
- ARTICLE 46: Appropriation Town Celebrations
- ARTICLE 47: Appropriation Miscellaneous
- ARTICLE 48: Appropriation Water bodies
- ARTICLE 50: Appropriation Harry Barber Community Service Program
- ARTICLE 51: Appropriation Pension Adjustment
- ARTICLE 52: Appropriation Other Post Employment Benefits Trust Fund (OPEB)
- ARTICLE 54: Appropriation Overlay Reserve
- ARTICLE 55: Appropriation Cemetery Funds
- ARTICLE 56: Appropriation Free Cash
- ARTICLE 57: Appropriation Long Term Stability Fund *(2/3rds Vote required)*
- ARTICLE 60: No Action - Resolution Political Donations

TOWN MEETING QUESTIONS AND ANSWERS

Q: What can I do to prepare for the upcoming Town Meeting?

A: Here are several things to do to prepare for Town Meeting.

- Attend the April 12th, 2017, 'Orientation and Warrant Review session.
- Read all the material that is mailed to you by the Selectmen, Fin. Comm., Redevelopment Board and School Department.
- Sign up to the Town Meeting Members email distribution list.
<http://arlingtonma.gov/communications-center/email-subscription-lists>
- Review the Town Bylaws relating to Town Meeting, Title I - General Government, Article 1: Town Meetings. (<http://www.arlingtonma.gov>)
- Read Town Meeting Time, our rule book.

Q: What is the Warrant?

A: Required by State law, the Warrant lists the articles that are to be deliberated and decided on during Town Meeting. It acts as a notice or 'warning' to the citizens of the Town that the Town Meeting will take place with the Warrant Articles as the agenda items for the Town Meeting. Only items listed in the Warrant can be discussed at Town Meeting.

Q: Where can Warrant Articles and their recommended votes be found?

A: The Warrant is provided to each Town Meeting Member and a copy is left at every dwelling house in the Town. The reports of the Redevelopment Board, Board of Selectmen, the Finance Committee and subsequent reports of these and other committees are mailed to you before the start of or during Town Meeting. Updates may also be either placed on your seat or on a table at the back of Town Hall before or during a Town Meeting session.

Town Meeting:

Q: What should I do upon arrival at Town Hall?

A: On each night of Town Meeting, arrive a little early, sign in at the Town Clerk's table *in the back of the hall*, and pick up your Electronic Voting Handset and any printed material from the tables at the back of the hall or that are left on the chairs. Read all these additional materials.

Q: Who has the right to speak?

A: Town Meeting Members have the right to speak once recognized by the Town Moderator. To get recognized, raise your hand and the Moderator will note that you wish to speak. Residents of Arlington may also speak once introduced by a Town Meeting Member (TMM). Non-residents may also speak, but only with the approval of the assembled Town Meeting Members. Residents and non-residents should see the Moderator prior to the start of the evenings meeting.

Q: What exactly is voted on?

A: Town Meeting considers and votes upon the recommended vote of the respective committee or board that heard the Article. If no committee submits a recommended vote, then the Articles proponent must present a substitute vote. The recommended vote on an article can be amended or substituted by the TMMs. A substitute motion or a motion to amend must be submitted, in triplicate to the Town Moderator, and to each TMM no later than the commencement of the session before which the Article is expected to be considered and debated, the “48 hour rule”.

Q: How do we know what we are voting on?

A: The Town Moderator ensures that the wording and the order of the vote is clear to the assembled TMMs.

Q: If TMMs don't agree with the Town Moderator, what are they allowed to do?

A: If TMMs doubt the Moderator's declaration of the Vote, five or more TMMs can stand and challenge the Vote. This prompts an electronic vote, if the primary vote was oral, or a “reveal” of the primary vote was electronically taken.

Q: Why might the order in which the Articles are deliberated change, especially if some are put off until late in the session?

A: This most often happens if the supporting information for the Article or the presenter is delayed. As a response to this situation, a Motion to Table the Article or to Postpone to a time certain is then put before the meeting for a vote. Be aware that these motions are not always granted.

Q: What Rules of Order does Town Meeting use?

A: Town Meetings operate in accordance with rules of procedure established by: The General Laws of the Commonwealth; our Bylaws, Title I - General Government, Article 1: Town Meetings; local customs and traditions; as well as *Town Meeting Time: A Handbook of Parliamentary Law, 3rd ed.*, a standard parliamentary handbook which provides TMMs with a complete framework that all can readily learn and understand.

OATH OF OFFICE

Raise your right hand, repeat after me using your own name, I _____, will participate fully and will fairly evaluate all matters before Town Meeting; and vote in the best interests of the Town. I support free speech and will treat others with mutual respect and will conduct myself in a civil manner that is becoming of an elected Town Meeting Member.

I do solemnly swear that I will faithfully and impartially perform the duties incumbent upon me as a Town Meeting member of the Town of Arlington in accordance with the by-laws, the Town Manager Act and the General Laws of the Commonwealth, so help me God.