



Town of Arlington

John D. Leone, Moderator

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November 4, 2020

RE: Town Meeting Procedures
Dress Rehearsal Nov. 10th, 2020 – 6:30 p.m. arrival – 7:00 commencement
STM: Nov. 16th, 2020 – 7:30 p.m. arrival – 8:00 commencement of Special Town Meeting

Dear Town Meeting Members:

Our VTM training has been going very well, thank you all for participating. We are looking forward to the dress rehearsal on November 10th at 7:00 p.m. Look for your logon letter in the mail, the credentials will be used for the dress rehearsal and all nights of the STM.

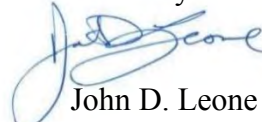
After reviewing the deadlines for Reports, Motions, Amendments and Substitute Motions, it appears that I was asking the impossible. I was requesting that Amendments and Substitutes be submitted prior to your having seen the actual main Motions. I am therefore revising the deadline for Amendments and Substitute Motions.

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 Amendments and Substitute Motions must be submitted electronically to me at JLeone@town.arlington.ma.us no later than the commencement of the session before which the Article is expected to be considered (the 48-hour rule). *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 to be considered at the first session, November 16th, 2020, any Amendments or Substitute Motions for this evening must be emailed to me no later than 12:00 noon that day so that they can be electronically distributed.

As always, your input, feedback and questions regarding the plans for the Special Town Meeting are welcome. You can contact me via email at Jleone@town.arlington.ma.us.

Sincerely



John D. Leone
Moderator

IMPORTANT DEADLINES:

Thursday, November 5th, 12:00 noon.

- 270 copies of Reports and Main Motions which will be distributed to the Town Meeting Members, must be dropped off at the Select Board Office – call first. Please contact the Town Managers office to arrange for printing.

Monday, November 9th, 5:00 p.m.

- specific question, or information request of department heads submitted to Moderator
- picture for webpage submitted to: www.tinyurl.com/tmmphotos
- video presentation must be completed this link will provide additional information:

<https://docs.google.com/document/d/1sreZVEsOdO7djTEeyUKdjrvvWNJfPA-YXxKqUvHOdAg/edit?usp=sharing>

Friday November 13th, 12:00 noon

- Non-Town Meeting members must contact the Moderator and provide written remarks prior to 12:00 noon. Your comment will be read to the Meeting. Email your comments to: JLeone@town.arlington.ma.us

Monday November 16th, 12:00 noon

- Nov 16th meeting - all substitute motions and amendments to motions for the first night of the STM must be submitted to the Moderator for electronic distribution to the Town Meeting Members.
- 48-Hour Rule applies for all subsequent Articles and nights - substitute motions and amendments must be submitted to the Moderator for electronic distribution to the Town Meeting Members 48 hours in advance of the Article being heard.