



Town of
Longmeadow, Massachusetts

20 Williams Street, Longmeadow, MA 01106

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Select Board / Town Manager

Instructions/Forms for Submission of Petition Articles for Town Meeting Warrant

The attached forms are intended to serve as the proper process and format for submitting a petition article for insertion into a warrant for the Annual Town Meeting or a Special Town Meeting, and should be used for all petition article submissions. Under Massachusetts General Laws Chapter 39, Section 10:

- Ten (10) registered voters of the Town may submit a petition article for inclusion in the Annual Town Meeting warrant.
- One-hundred (100) registered voters of the Town may submit a petition article for inclusion in a Special Town Meeting warrant.
- Two-hundred (200) registered voters of the Town may submit a petition to call a Special Town Meeting.

Proponents 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, ineligible signature, etc.). The Town encourages petitioners to consult with an attorney to ensure the wording is in proper form to be considered by Town Meeting. The Town's attorney is not available to the public for this purpose. **The article will appear on the Town Meeting Warrant EXACTLY as submitted, including spelling and punctuation.**

The article will be subject to review by the Finance Committee for any article requesting an appropriation of funds; the Planning Board for a zoning article; and the Select Board for all other articles. Town Counsel will review submitted petition articles and opine as to their legal effect. The lead petitioner of each petition article will be notified of the date of a hearing or deliberation by the appropriate Town Board. If the respective Town Board supports the article, the Town will prepare the motion for consideration by Town Meeting. The lead petitioner is responsible for moving the article at Town Meeting.

You may copy the petition page as needed to secure enough signatures.

In addition to submitting the attached forms to the Select Board Office by the announced deadline for any Town Meeting, we request that the petition article wording be e-mailed in a WORD document to the Town Manager.

Petition Article Contact Information Sheet

This form must be submitted with each petition article.

Date: _____

Title/Subject Matter of Petition Article: _____

Contact information for the lead petitioner:

Name: _____

Street Address: _____

Phone: _____

Email Address: _____

Brief summary, in fifty (50) words or less, of reason for petition (this will be included with petition on the Town Meeting warrant):

For Select Board Use Only – Do Not Write In This Area

Date petition article submitted: _____

Date signatures verified by Town Clerk: _____

The following Board/Committee(s) will comment on this article:
_____ Select Board _____ Planning Board _____ Finance Committee

PETITION ARTICLE

We, the undersigned registered voters of the Town of Longmeadow, hereby petition the Select Board pursuant to MGL Ch. 39, S. 10 to insert the following article into the Warrant for the:

_____ Annual Town Meeting

_____ Special Town Meeting

_____ or to call a Special Town Meeting which would include this petition article.

To see if the Town will vote to: _____

, or take any other action relative thereto.

	<u>Printed Name</u>	<u>Street Address</u>	<u>Signature</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____