

TOWN OF WINCHESTER



2021 Fall Town Meeting

Dear Chairs of Boards and Committees,

Going into a new Town Meeting, I want to reiterate some procedural rules of the meeting that should help keep the meeting moving through the tremendous amount of work we have before us for Fall 2021 Town Meeting and allow many voices to be shared in the time we have together.

SPONSORS

If you are a sponsor of an article, you have no more than ten minutes total in your main motion presentation(s). This is set by our Code of Bylaws. So, if you have more than one speaker from your Board/Committee, consultants, another Board/Committee that co-sponsored, and/or staff you should coordinate to make sure your presentations that are live do not extend this 10-minute time window. After the presentation, I generally do not call on sponsors unless questions from the Meeting are asked. If there are legal specific questions being asked of the voting body, they will be turned directly over to our town's legal representation.

If members of the sponsor body are Town Meeting members and they would like to speak during the debate as a Town Meeting Member, they will need to use VVoter and use the request to be speak in the same manner as their fellow Town Meeting Members. If members of the sponsor body are not Town Meeting members but would like to speak as a resident during the debate, they will need to let the Town Clerk know ahead of the meeting and it does require approval (by vote) of the Meeting.

If I direct a question to the individual who was the speaker on behalf of the sponsor and that person would like the question redirected to another individual, please have them ask me to redirect it to a specific person or entity. I expect there may be a handful of these redirects with some of the very large legal and consultant teams working on articles.

Finally, if there is substantial debate, I will ask the primary sponsor if they have any closing comments.

RECOMMENDATIONS

For Boards and Committees providing recommendations for motions, which you did not sponsor, you have up to five minutes total in providing your Boards or Committees recommendation to Town Meeting. So, whomever is speaking on behalf of your Board or Committee (including if your board shares majority and minority views) all share the five minutes. Please coordinate with your Board or Committee members to make sure that you share the time appropriately. If your recommendation does

not include a minority view but one is asked in to be provided during the debate, the response time will be treated in the same manner as if the answer is a subsequent speaker during the debate.

If you have any questions, please let me know. During the meeting, Deputy Moderator Samantha Allison will be supporting meeting members if they have questions. You will be able to reach her through the Q&A on Zoom.

As always, as we go on this journey together, if you have feedback on the process, please let me know.

Thank you for your service to the Town of Winchester.

All the best to 01890,

A handwritten signature in black ink, appearing to read 'H. von Mering', written over a horizontal line.

Heather R. von Mering
Town Moderator