



Town of Winchester

71 Mt. Vernon St, Winchester, MA 01890

781-721-7130 Press #1 Town Clerk Fax 781-721-1153

www.winchester.us

INSTRUCTIONS/FORMS FOR SUBMISSION OF PETITIONED ARTICLES FOR TOWN MEETING WARRANT

The attached forms are the proper formats for submitting a petitioned article for insertion into an annual town meeting (spring or fall) or a special town meeting warrant.

Petitions need to be submitted by the warrant's publicized closing date.

Under Massachusetts General Laws Chapter 39, Section 10:

- Ten (10) registered voters of the town may submit a petition article for inclusion in an annual Town Meeting warrant. Winchester typically has two "annual" Town Meetings: one in the spring and another in the fall. Additionally per the Home Rule Charter Chapter 2-12(3) <https://winchester.town.codes/Charter/2-12>
- One-hundred (100) registered voters of the town may submit a petition article for inclusion in a Special Town meeting warrant. <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter39/Section10>

Proponents of petition articles are encouraged to secure more signatures than necessary in the event the signatures are disqualified for any reason. Anyone signing the petition must be a registered voter in the Town of Winchester and each signature must be written clearly for certification and signed (not printed). The address must be the number and street address.

The article will appear on the town meeting warrant exactly as submitted, including spelling and punctuation.

The petitioned article will be subject to review by appropriate town boards, commissions, Town Counsel, Town Clerk and the Select Board.

The lead petitioner of each petitioned article will be notified of any hearing or deliberation date. The lead petitioner is responsible for moving the article at Town Meeting. The lead petitioner will be notified by the Winchester Town Clerk of the requirements for the public presentation to the town meeting. Oral reports, written reports or video presentations are accepted.

The petition page may be copied as needed.



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SUBMISSION OF A PETITION TO PLACE AN ARTICLE ON ANNUAL TOWN MEETING WARRANT

Requires the signatures of 10 (ten) voters registered in the Town of Winchester

Petitions must be submitted by the stated closing date for warrant articles: **MARCH 11, 2022**
The article being submitted should be typed on the petition. The article should be **READ AND THEN SIGNED BY THE VOTERS.**

THIS PETITION FORM IS THE ONLY FORM TO BE USED AND SHALL NOT BE ALTERED OR DEFACED IN ANY MANNER OR WILL BE REFUSED.

The person circulating and submitting the petition to the Winchester Town Manager’s Office will be the person called on to speak on said article unless specified otherwise.

Petitions should be submitted to the **TOWN MANAGER’S OFFICE** AND WILL THEN BE CERTIFIED BY THE TOWN CLERK/REGISTRAR OF VOTERS FOR SUBMISSION TO THE SELECT BOARD

The annual town meeting warrant shall close **45 days prior to the first session of spring or fall annual town meetings.** Spring Town Meeting is convened on the last Monday in April annually and business continues on a Thursday – Monday rotation until all the business of the town meeting is complete. Fall Town Meeting is convened on the First Monday in November and business continues on a Thursday – Monday rotation until all the business of the town meeting is complete; **Note:** fall town meeting exception; in years when the Town Clerk’s Office conducts State and Federal Elections in November, the Fall Town Meeting shall convene on the Thursday after the Tuesday State or Federal Election.

PERSON SUBMITTING THE PETITION: _____

Email address: _____ Phone Number: _____

Best time to be reached _____

Street Address: _____

Received by the Town Manager Staff: _____

Submitted to the Town Clerk/Registrar _____

For use by Registrars

Certification of voters by registrars

Date: _____

Number of Voters _____

Registrar of Voters’ Signatures: _____

Accepted: _____

Rejected: _____

Submission of a Petition to the spring or fall Annual Town Meeting for the Town of Winchester, MA

We, the undersigned registered voters of the Town of Winchester, having read the article listed below, do hereby petition the Select Board, requesting that they place the following **ARTICLE** on the warrant for the next Town Meeting:

To see if the Town will vote to.....” Insert warrant language here

INSTRUCTIONS TO SIGNERS:

Your signature should be written as substantially as registered. If you are prevented, by physical disability, from writing you may authorize some person to write your name and residence in your presence.

SIGNERS STATEMENT We are qualified voters of the Commonwealth of Massachusetts and of the Town of Winchester.

	C h e c k	Signatures to be made in person with name substantially as registered (except in case of physical disability as stated above)	House Number & Street Name Do not use a PO Box
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

