



## PETITION ARTICLE INFORMATION

- 1. Prepare the petition form carefully. Make certain to include the name and telephone number of the individual who is sponsoring the petition. This is most important should the Board of Selectmen have questions as well as for the By-Law Study Committee and Finance Committee when scheduling their Public Hearings.**
- 2. Signature requirements for Annual & Semi-Annual Town Meetings: The signatures of ten (10) registered voters are required. It is, however, advisable to obtain extra signatures to ensure that the signatures are valid when checked by the Election Commissioners.**
- 3. Signature requirements for Special Town Meetings: The signatures of one hundred (100) registered voters are required, as per Massachusetts General Laws Chapter 39, S10. Again, obtain extra signatures to ensure validity. All other petitions are accepted as per the discretion of the Board of Selectmen.**
- 4. The signature of the Department Head is necessary on department-sponsored petitions.**
- 5. Proof your petition for errors and clarity. Please note that once the Board of Selectmen accepts the article, it cannot be altered.**
- 6. Fill out the Purpose and Justification section. It serves as a full explanation for your petition and is often necessary for proper consideration by Finance Committee and RTM.**
- 7. When referencing a Town By-Law in a petition, a copy of the original by-law must be paper clipped to the petition form.**
- 8. All maps and attachments must be on 8 1/2 X 11 paper and then paper-clipped to the petition. If a map is larger, please file it with the Town Clerk.**
- 9. Please check with the Selectmen's staff to be certain of the deadline for submission of petitions.**