

PLACING AN ARTICLE ON A TOWN MEETING WARRANT

Any citizen who wishes to place an article on a town meeting warrant for consideration by Town Meeting members must follow the procedures listed below.

Please refer to the Town of Pembroke Bylaws for general town meeting procedures.

1. Prepare a petition with a clear statement of the intent of the petitioners, specifically, the exact wording for which you seek Town Meeting's approval. Please find a sample form attached for this purpose. A clear statement with the required signatures is acceptable. It is advisable that a private attorney review the proposed petition language prior to submittal.
2. Solicit ten (10) signatures for an article to go before the Annual Town Meeting or one hundred (100) signatures for an article to go before a Special Town Meeting. Those signing the petition must be registered voters of the Town of Pembroke. It is recommended that you obtain several more signatures than the number required as some signatures may not be able to be certified due to illegibility or the fact that signers may not be registered to vote in Pembroke.
3. Please be sure that a contact person is indicated on any petition so that petitioners know when their article will be discussed prior to town meeting. The contact person is not considered the petitioner, however, the petitioner of an article is the first signer listed on the petition. Please be sure to include the contact information and the article language on each petition sheet submitted in support of your proposed article.
4. Submit the signed petition to the Town Clerk's Office by the deadline established prior to town meeting, which is the date that the warrant closes. The deadline for warrant articles for town meetings is established when the on the Selectmen's annual calendar is posted in December, and announced when the warrant is opened.
5. The Town Clerk will submit the signatures for verification and certification by the Board of Registrars.
6. Prior to town meeting, petitioners will be contacted to present their articles to the Board of Selectmen and to the Advisory Committee.
7. Petitioners will also be expected to attend town meeting to present their article and/or respond to questions.
8. If your petition recommends a bylaw change, it is advised that you meet with the Department Head whose department is involved in the bylaw. For a complete list of Departments with contact information, please visit the town website at: www.pembroke-ma.gov.

