

TOWN OF BECKET

Minutes

Town Meeting ByLaw Review Committee

11/13/2012

(APPROVED 12/4/12)

Members Present: Bruce Garlow, Rob Gorden, Ann Krawet, Jeanne Pryor

The meeting began at 1 p.m. It was moved and seconded to approve the minutes of 10/22/12 and the motion passed unanimously. The committee reviewed and discussed selected portions of Town Bylaws and Town Meeting Guides and indicated with a Y (yes) or N (no) as to whether or not the item is relevant to Becket and further study is needed. The list below notes the result of the review and relevant comments in bold.

Town of Saugus Town Bylaws

Y 1- 401.00 Duty of Town Clerk to Notify certain officers after town meeting

Town of Scituate Town Bylaws

Y 1- 2-4 Availability of Town Officials at Town Meetings

Town of Nantucket

Y 1- re mailing warrants (**mailing and posting on town website; give people option of not mailing warrant to them?**)

Town of Brookline Town Meeting Handbook

Even though Brookline has a Representative Town Meeting, its handbook is relevant and there are many things Becket can adapt from it. We'll compile a list of items for our handbook/guide as we consider revisions to our bylaw and tackle the handbook/guide once we believe the bylaw revision is substantially complete. (**for guide**)

Town of Brookline Town Bylaws Section 2.1

N 1- Require 14 days posting for both annual and special town meetings

Y 2- Require brief, written warrant reports for each submitted article (**not petitioned articles; current method of article explanations was discussed; need better aid to consider warrant.**)

? 3- Require an article closing out previous special warrant accounts, perhaps 22 months old

Y 4- Distribution requirements- require newspaper advertising- see also Egremont

Y 5- Conduct of meeting- bylaws, ~~guide~~, MGL, TMT and tradition (**include in bylaws**)

N 6- Pledges and prayers

N 7- Challenge by town officers to an action by town meeting

N 8- Require lesser number of signatures (in Brookline's case, 10) to petition an STM article
(use Mass. law)

The committee will review other towns that have not yet been looked at for discussion at our next meeting. It was agreed that the following towns will be reviewed as follows: Jeanne (A-G), Ann (H-P), Bruce (Q-Z).

West Boylston

Nothing new.

Town of Chatham Town Bylaws Chapter 60

Y 1- Town meeting may be adjourned from time to time without the presence of a quorum **(i.e. in case of emergency; new MGL pending)**

Town of Chatham Rules for Town Meeting

Y 1- Moderator has option of reading entire article or summarizing it

Uxbridge Town Meeting Guide

Y 1- Require the Selectmen to ascertain availability of Moderator **and Town Clerk** before scheduling STM

2- Specific ranking of motions - **guide**

3- The cast of characters, a listing of specific duties for town officers - **guide**

Y 4- Suspension of rules **(2/3 vote needed; let TMT speak to this; not separate bylaw)**

5- Conflict of interest **(TO BE DISCUSSED AT FUTURE MEETING)**

(Ann suggested including references to MGL's)

Egremont Town Bylaws

Y 1- The (finance) committee shall have authority to summon before it for such information and investigation as it shall deem necessary, any of the Town officials and reports, for such examination considered by it necessary to the proper discharge of its duties. **(FinCom part of town meeting; copy of budget calendar to be reviewed at next meeting)**

East Longmeadow Town Bylaw

Y 1- Deadlines for petitioned article submission and more specific timelines in general

Y 2- Appoint/elect deputy moderator; succession procedure- also South Hadley

Y 3- Use *Town Meeting Time*

Y 4- Moderator rulings may not be appealed **(no appeal provided in General Laws)**

N 5- Limits on number of times and length of remarks- may impose time limits (**specific time limits may not be appropriate; uncomfortable with use of time clock; consider fairness to speakers; moderator discretion**)

Y 6- Reduce all substantive motions and amendments to writing

Y 7- Agents or attorneys **appearing on behalf of others** ~~paid for their appearances~~ must identify themselves as such

Y 8- Non-voters allowed to address meeting **with permission of moderator and that they identify themselves by name and address.**

Y 9- Allow reconsideration and under what circumstances- with provisos

Y 10-No person's vote counted unless he/she is seated

Manchester-by-the Sea Town Bylaw

Y 1- Moderator may establish consent calendar (**articles that are not controversial; review past warrants**)

Wareham Guide to Town Meeting

Y 1- Reconsideration rules

Y 2- Details on points of order- **guide** to TM

Y 3- Guide to petitioned articles and motions- **guide**

Plainville Town Bylaw

Y 1- Petitioned articles dealing with appropriations must first be filed with affected department

Y 2- Duties of Moderator- TMT and **guide**

Leicester Town Bylaw

Y 1- Manner of voting- show of cards is always done first

Mansfield Town Bylaw

N 1- The order of the articles- guide

Ann noted Uxbridge withdrawal of motion; even if the motion is seconded if the moderator had not stated it, it could be withdrawn. Discussion followed on withdrawal of motion. Since this is included in TMT, it doesn't need a bylaw.

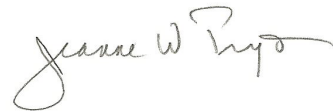
Ann reported that the school has 1 microphone and the ability to add one. We will need more than that. Sound equipment needs for Town Hall and additions to school equipment were discussed. The town's portable microphone is fine just for the Moderator. Jeanne will check to see what sound equipment (podium mike?) the town currently has and Ann will check with the

school capabilities and what other equipment might need to be purchased for having a town meeting at the school.

Jeanne noted that having an informal meeting and candidate night will be added to an upcoming Select Board agenda for discussion.

For our next meeting we will take one more look at other town bylaws and Bruce will consolidate what we have done. After the next meeting we can look at specific wording. The next meeting was scheduled for, December 4, 2012, at 1:00 p.m. The meeting was adjourned at 2:35 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jeanne W. Pryor". The signature is written in black ink and is positioned below the typed name.

Jeanne W. Pryor

List of documents used and/or distributed at meeting:

1. Bylaws from other towns talking points, Nov. 13, 2012 (Bruce's list)
2. Jeanne's suggestions for changes to existing bylaw (SAUGUS, SCITUATE, NANTUCKET)
3. Bylaws from other towns talking points, Nov. 13, 2012 (Jeanne's list with bylaw wording)