

TOWN OF BECKET

Minutes Town Meeting ByLaw Review Committee 6/3/2013 (APPROVED 8/19/13)

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

The meeting began at 1:00 p.m. It was moved and seconded to approve the minutes of 5/6/13 and the motion passed unanimously.

Rob noted that he followed up on having scouts at town meeting but has not heard back from either the boy or girl scouts. We would probably need to work with scout leaders to develop a badge for civics or work with the school to develop a program.

The second draft of the proposed amended town meeting bylaw, as updated with changes agreed to at our last meeting, was reviewed and discussed. The following addition, as underlined, was made to Section 7:

All informational materials relating to articles on the warrant and other information of interest to voters shall be placed on a table or other suitable location outside of the meeting hall. Copies of the warrant and town reports may be placed at the registration table, however the provisions of this section may be waived if the physical layout of the meeting space makes such arrangements difficult to attain.

The Committee discussed whether or not the bylaw should include a requirement for a Finance Committee report to be given at the beginning of Town Meeting. It was noted that such a report should give a succinct summary (written or oral) of the current finances of the town, i.e. impact of budget on tax rate, general philosophy, capital plan, free cash. The Committee agreed that this should be included and Bruce will work on language for such an addition to the Town Meeting bylaw.

The Committee agreed to the following change to Section 5A:

(1) The subject to be inserted in the warrant shall be prepared by the petitioner(s) and shall appear on the front page of each petition. If space is insufficient the text shall begin on the front page of each petition and be continued on ~~additional pages to be attached to~~ **the back page of** each petition before signatures are gathered.

The form for petitioned articles was reviewed and discussed. The following changes need to be made:

Clarify Special Town Meeting (STM) on front of petition
Omit duplication of "Section 10"

Add "Moderator" to Note on back of form; Bruce will draft language

The Committee discussed items to be included in a parliamentary guide and reviewed the Brookline and Wareham Parliamentary Guides. The following items should be included:

1. Town Meeting Time parliamentary chart with relevant Becket Town Bylaws on the back with an explanation of terms.
2. A brief introduction
3. Participants in Town Meeting: 1. Voters (Wareham), 2. Moderator, 3. Town Clerk, 4. Board of Selectmen (Wareham), 5. Town Counsel, 6. Town Administrator, 7. Finance Committee, 8. Boards and Committees (with reference to Town Report)
4. General Matters about Town Meeting: briefly what and how Town Meeting works, Warrant, Petitioned articles, Budget, Town Meeting procedures

At our next meeting we will begin discussion on motions.

Bruce noted that the Committee's requested appropriation of \$2,000 to purchase a new public address system for use at Town meetings and events was approved at the 5/11/13 Town Meeting and further discussion about the recent Town Meeting followed.

The next meeting was scheduled for July 1, 2013, at 1:00 p.m. The meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Jeanne W. Pryor

List of documents discussed and/or distributed at meeting:

1. DRAFT REVISED TOWN MEETING BYLAW, June 1, 2013
2. Revised Citizens' Petition for Warrant Article form
3. Parliamentary guides from Brookline, Wareham, Middleton, Mansfield