

**Detailed Municipal Town Meeting Checklist When
Town Meeting Authorization is Required**

Item	Description	Completed?
1	<p><u>Notice of Municipal Officer’s Meeting and Preparation of Warrant.</u> The Clerk or other Town Official properly notices a meeting of the municipal officers for the purpose of calling a Town Meeting, which includes the Municipal Joinder Agreement as a distinct article in the warrant. Sample language for the Municipal Joinder Agreement article is enclosed in the Municipal Packet.</p> <p>Note 1: The warrant must meet the following requirements per 30-A M.R.S. § 2523: 1. <u>Time and place.</u> It shall specify the time and place of the meeting. 2. <u>Business to be acted upon.</u> It shall state in distinct articles the business to be acted upon at the meeting. No other business may be acted upon. 3. <u>Notification.</u> It shall be directed to a town constable, or to any resident by name, ordering that person to notify all voters to assemble at the time and place appointed. 4. <u>Attested copy posted.</u> The person to whom it is directed shall post an attested copy in some conspicuous, public place in the town at least 7 days before the meeting, unless the town has adopted a different method of notification. 5. <u>Return on warrant.</u> The person who notifies the voters of the meeting shall make a return on the warrant stating the manner of notice and the time when it was given. A. If an original town meeting warrant is lost or destroyed, the return may be made or amended on a copy of the original warrant</p> <p>Note 2: For secret ballot referenda, per 30-A M.R.S. § 2528(3), the warrant must specify the voting place, which must be in the same building or a building nearby where the meeting is held, as well as state the place of voting and hours of opening and closing of the polls, which must be kept open for at least 4 consecutive hours.</p>	
2	<p><u>Call of Town Meeting.</u> At the municipal officer’s meeting, they vote to hold a Town Meeting for the purpose outlined in the approved warrant, which includes the Municipal Joinder Agreement as an article in the warrant.</p>	
3	<p><u>Board of Selectmen Signs the Warrant.</u> After voting, the members of the municipal officers sign the warrant.</p>	
4	<p><u>Attested Signed Warrant.</u> The Clerk then attests to the signed warrant.</p>	
5	<p><u>Posting of the Warrant; Referenda Question by Secret Ballot.</u></p> <ol style="list-style-type: none"> 1. <u>For Open Town Meetings.</u> A copy of the signed, attested to Warrant is then posted in at least one conspicuous place in Town at least 7 days before the Town Meeting by the person to whom it is directed (unless the Town has adopted a different method of notification). 2. <u>For Referenda Questions by Secret Ballot.</u> The municipal officer’s order must be on file at least 45 days prior to the election day. In addition, a public hearing on the referenda question must be held at least 10 days before the day for voting on the article. Notice of this public hearing must be posted in the same manner as posting a warrant per 30-A M.R.S. § 2523, which must contain a copy of the proposed article together with the time and place of the hearing. The municipal officers must make a return on the original notice stating the manner of notice and the time it was given. 30-A M.R.S. § 2528. 	
6	<p><u>Town Meeting is Held and Votes are Recorded.</u> At the Town Meeting, the Clerk records the votes and ensures the resident named in the Warrant has also signed the return of the warrant.</p>	
7	<p><u>Post-Town Meeting/Secret Ballot Referenda Municipal Officer’s Meeting.</u> At a duly noticed meeting, the municipal officers meet and vote to:</p> <ol style="list-style-type: none"> 1. Adopt and execute the Municipal Officer Vote regarding the Municipal Joinder Agreement (a sample form for a Board of Selectmen Vote is enclosed in the Municipal Packet); and 2. Adopt and execute the Municipal Joinder Agreement. 	
8	<p><u>Clerk’s Certificate & Delivery of Executed Municipal Joinder Agreement.</u> The Clerk or other Town Official then sends Greg Louder of MRC a copy of the executed Clerk’s Certificate, which has the following attached:</p> <ul style="list-style-type: none"> • Town Meeting Minutes (for Open Town Meetings); • Signed warrant that was posted (<u>note</u>: for secret ballot elections, the Clerk should provide a copy of the municipal officer’s order); • Signed return of the warrant (<u>note</u>: for secret ballot elections, the Clerk should also provide a copy of the municipal officer’s return on the original notice); and • Signed Board of Selectmen Vote regarding execution of the Municipal Joinder Agreement <p>A sample Clerk’s Certificate is enclosed in the Municipal Packet. The Clerk also sends an original of the signed Municipal Joinder Agreement and Municipal Attorney Certification (both found in the Municipal Packet) to Greg Louder of MRC.</p>	