

Timeline for the Annual Spring Town Meeting 2015

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| Tuesday, May 5, 2015 | <p>The Annual Spring Town Meeting shall begin on the first Tuesday in May.</p> <p><i>This date is established by Section 2-12 TOWN MEETING WARRANTS, paragraph c. <u>Time Requirements</u> and paragraph i. <u>Time of Meeting</u> of the Billerica Charter, adopted March 3, 1979, revised 1997 and the Billerica General By-Laws Article I, Section 1 Town Meetings 1.1</i></p> |
| Monday, March 16, 2015 | <p>Articles for the Town Meeting Warrant must be received by the Board of Selectmen, prior to 4:00 p.m. at least fifty (50) days prior to the beginning of Town Meeting. (Funding amount and source required).</p> <p><i>This date is established by Section 2-12 TOWN MEETING WARRANTS, paragraph c. <u>Time Requirements</u> of the Billerica Charter, adopted March 3, 1979, revised 1997 and the Billerica General By-Laws Article I, Section 4 WARRANT ARTICLES 4.1 SCHEDULE</i></p> |
| Thursday, March 26, 2015 | <p>The Chairman of the Board of Selectmen shall deliver a copy of these Articles to the Town Clerk at least forty (40) days prior to the beginning of Town Meeting.</p> <p><i>This date is established by Section 2-12 TOWN MEETING WARRANTS, paragraph d. <u>Publication</u> of the Billerica Charter, adopted March 3, 1979, revised 1997 and the Billerica General By-Laws Article I, Section 4 WARRANT ARTICLES 4.1 SCHEDULE</i></p> |
| Thursday, March 26, 2015 | <p>Within ten (10) days following the date the warrant for any Town Meeting shall close, the Board of Selectmen shall compile, sign, and cause preliminary copies of the warrant (in a format which may be determined by By-Law for such meeting) to be posted in each precinct of the town and copies of the preliminary warrant to be sent by mail to the Town Moderator, Chairman of the Finance Committee, Town Counsel, and to such other persons as may be designated by By-Law. Additional copies of the preliminary warrant shall be made available at the office of the Town Clerk for any person who may request the same.</p> <p><i>This date is established by Section 2-12 TOWN MEETING WARRANTS, paragraph d. <u>Publication</u> of the Billerica Charter, adopted March 3, 1979, revised 1997 and the Billerica General By-Laws Article I, Section 4 WARRANT ARTICLES POSTING 4.2.A</i></p> |
| Friday, April 28, 2015 | <p>The posting of the Official Warrant shall be at least seven (7) days prior to the date of the Spring and Fall Town Meeting. The Town Clerk shall notify the Town Meeting Members of the time and place at which Town Meetings are to be held, the notice to be sent by mail at least seven days before the meeting is to convene. The notice shall also state that copies of the official warrant are available at the office of the Town Clerk and posted on the Town's website.</p> <p><i>This date is established by Section 2-12 TOWN MEETING WARRANTS, paragraph d. <u>Publication</u> of the Billerica Charter, adopted March 3, 1979, revised 1997 and the Billerica General By-Laws Article I, Section 1 NOTICE OF TOWN MEETINGS 1.C and Article I, Section 4 WARRANT ARTICLES POSTING 4.2.C</i></p> |
| Tuesday, May 5, 2015 | <p>The Town Manager shall prepare a Town Meeting Report to be distributed to Town Meeting Representatives on the first night of the Annual Spring and Fall Town Meeting and/or any Special Town Meeting and shall post the Town Meeting Report on the Town's website.</p> <p><i>This date is established by the Billerica General By-Laws Article I, Section 1 NOTICE OF TOWN MEETINGS 1.C and Article I, Section 4 WARRANT ARTICLES TOWN MEETING REPORTS 4.5</i></p> |

TOWN MEETING REPRESENTATIVES HANDBOOK:

The Town shall maintain a Town Meeting Representatives Handbook. Said handbook shall be issued to each Town Meeting Representative. See the Billerica General By-Laws Article I, Section 4 WARRANT ARTICLES TOWN MEETING REPRESENTATIVES HANDBOOK 4.6 for further details.