



TOWN OF MEDFIELD
Board of Selectmen
Instructions/Forms for Submission of
Petitioned Articles for Town Meeting Warrant

The attached forms are intended to serve as the proper process and format for submitting a citizen's petition article for insertion into a warrant for the Annual Town Meeting or a Special Town Meeting, and should be used for all petition article submissions.

- Ten (10) registered voters of the Town may submit a petition article for inclusion in the Annual Town Meeting warrant ([Massachusetts General Laws Chapter 39, Section 10](#))
- Two Hundred (200) registered voters of the Town may submit a petition article for inclusion in a Special Town Meeting warrant ([Town Charter Chapter C, Article 2](#))

Proponents of a citizen's petition article are encouraged to secure more signatures than necessary, in the event the signatures are disqualified for any reason (i.e. non registered voter, ineligible signature, etc.). The Town encourages petitioners to consult with Town Counsel and/or the Town Administrator to ensure the wording is in proper form to be considered by Town Meeting.

The article will be subject to review by the Warrant Committee and Board of Selectmen; in addition the Planning Board will need to review for any zoning article; Town Counsel will review submitted citizen petition articles and may provide assistance in basic formatting of the article and may provide legal guidance on the wording of the article.

Requests for zoning amendments should be closely coordinated with the Planning Board prior to submission to assure compliance with MGL Chapter 40A Section 5. For more information please contact Sarah Raposa, Town Planner, sraposa@medfield.net.

Any proposal that includes an appropriation must identify the source of those funds in the proposed article.

The lead petitioner of each petition article will be notified of the date of a hearing or deliberation by the appropriate Town Board. If the respective Town Board supports the article, the Town will prepare the motion for consideration by Town Meeting. If the Town Board is not supportive, the lead petitioner is responsible for moving the article at Town Meeting with a positive motion.

You may copy the citizen's petition page as needed to secure enough signatures. Each page of signatures must have the proposed article set out at the top of the page.

For questions and assistance please contact the Town Administrator's office at 508-906-3011 or email ktrierweiler@medfield.net.

Voter Petitioned Article

Please submit this form with each petitioned article

Date:

Title/Subject Matter
of Petitioned Article

Contact information for the lead petitioner:

Name: _____

Street Address:

Telephone:

Email:

Article:

For Board of Selectmen Use Only: DO NOT WRITE IN THIS AREA

Date petition article submitted

Date signatures verified by Town Clerk

VOTER PETITIONED ARTICLE FOR TOWN MEETING

To the Board of Selectmen:

We, the undersigned voters of the Town of Medfield, hereby petition the Board of Selectmen pursuant to MGL Chapter 39, Section 10, to insert the following article in the Warrant for the _____ Annual _____ Special Town Meeting to be held on _____, 20____:

To see if the Town will vote to:

Or take any other action in relation thereto.

Printed Name

Address

Signature

1.

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2.

9. _____

10. _____
11. _____

11 _____
12 _____

