

## Special Town Meeting 2025 Timeline - Maynard

<b>Tuesday, July 15, 2025</b>	<b>The Select Board vote to hold a Special Town Meeting (STM) Monday, October 27, 2025 at 7:00 PM at the Fowler School Auditorium</b>
<b>Wednesday, July 16, 2025</b>	<b>Select Board via (Town Administrator) gives notice to all Town Agencies, Town Officers and Chairpersons of Multiple Member Committees</b> <i>Deadline imposed by the Town Administrator (Charter is silent on this notification for STM)</i>
<b>Monday, August 11, 2025</b>	<b>Deadline for submission of placeholder Draft Warrant Articles (i.e. preliminary drafts, outlines, etc.) to the Select Board office by Town Agencies, Boards and Committees</b> <i>Deadline imposed by the Town Administrator</i>
<b>Monday, August 25, 2025</b>	<b>Deadline for submittal of all Draft Warrant Articles to Select Board by Town Agencies, Boards and Committees (Funding amounts and sources required) - Deadline imposed by the Town Administrator</b>
<b>Monday, September 1, 2025</b>	<b>Town Administrator Office Submits legal ad notice to local paper for publication the following week</b> <i>Satisfies 45 day notice requirement in the item below</i>
<b>Friday, September 12, 2025</b>	<b>Select Board publishes notice of the calling of Special Town Meeting</b> <i>Maynard Town Charter, Section 2-5: SB to publish notice at least 45 days prior to STM</i>
<b>Tuesday, September 16, 2025</b>	<b>Select Board vote to approve STM Warrant</b> <i>Last meeting before publishing deadline</i>
<b>Friday, September 19, 2025</b>	<b>FinCom recommendations, comments and reports due for STM</b> <i>Must be done before SB approves STM Warrant</i>
<b>Friday, September 26, 2025</b>	<b>Deadline for submittal of all Citizens Petition Warrant Articles for STM; referred to FinCom upon receipt</b> <i>Maynard Town Charter Section 2-7 C.2: Citizens Petitions must be received at least 30 days prior to STM</i>
<b>Wednesday, October 1, 2025</b>	<b>STM Warrant to be printed (xxx copies)</b> <i>Deadline to submit final copy of STM warrant to the printing company</i>
<b>Friday, October 10, 2025</b>	<b>Special Town Meeting Warrants mailed to all house holds</b> <i>Town of Maynard By-Laws, Chapter 1, Section 1: The Warrant for the Annual Town Meeting, and any and all Special Town Meetings, shall be printed in a local publication or delivered to each household, at the discretion of the Select Board, and made available at the Town Building and Post Office at least 14 days prior to the meeting. The Warrant shall state the time and place at which the meeting is to convene and, by separate articles, the subject matter to be acted upon.</i>
<b>Monday, October 20, 2025</b>	<b>Finance Committee public hearing for the warrant articles</b>
<b>Monday, October 20, 2025</b>	<b>Post Meeting Notice of STM</b> <i>Town of Maynard By-Laws, Section 1A: Town Meeting shall be notified by posting an attested copy of the warrant calling the same, one at the Post Office, and at each of the ten (10) other public places in Town, seven (7) days at least before the day appointed for said meeting</i>
<b>Monday, October 20, 2025</b>	<b>PowerPoint Slides are Due to the TA/SB Office</b>
<b>Monday, October 20, 2025</b>	<b>Prep Meeting for Special Town Meeting Moderator - Legal - Finance - SB - TA - Town Clerk and Anyone Sponsoring Articles, Virtual Meeting</b>
<b>Monday, October 27, 2025</b>	<b>Special Town Meeting - Fowler School Auditorium</b>