

Annual and Special Town Meeting 2018 Timeline

Tuesday, January 9, 2018	The Board of Selectmen vote to hold Annual and Special Town Meeting (ATM & STM) on Monday, May 21, 2018 respectively at 7:00PM at the Fowler School Auditorium
Wednesday, January 10, 2018	Board of Selectmen (Town Administrator) gives notice to all Town Agencies, Town Officers and Chairpersons of Multiple Member Committees <i>Deadline imposed by the Town Administrator (Charter is silent on this notification for ATM & STM)</i>
Friday, April 6, 2018	Board of Selectmen publishes notice of the calling of Annual & Special Town Meeting <i>Maynard Town Charter, Section 2-5: BOS to publish notice at least 45 days prior to ATM & STM</i>
Friday, April 6, 2018	Deadline for submittal of all Draft Warrant Articles to Board of Selectmen by Town Agencies, Boards and Committees <i>(Funding amounts and sources required) - Deadline imposed by the Town Administrator</i>
Friday, April 6, 2018	Deadline for submittal of all Citizens Petition Warrant Articles for ATM & STM; referred to FinCom upon receipt <i>Maynard Town Charter Section 2-7 C.2: Citizens Petitions must be received at least 45 days prior to STM</i>
Monday, April 9, 2018	FinCom recommendations, comments and reports due for ATM & STM <i>Must be done before BOS approves ATM & STM Warrant</i>
Tuesday, April 17, 2018	Board of Selectmen vote to approve ATM & STM Warrant <i>Last meeting before Beacon-Villager publishing deadline</i>
Thursday, May 3, 2018	ATM & STM Warrant to be printed (5000) <i>Printing deadline (earliest time available after printing of ATM & STM)</i>
Thursday, May 3, 2018	STM Warrant published in Beacon-Villager <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 Board of Selectmen, 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>
Friday, May 11, 2018	Post Meeting Notice of STM <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>
Tuesday, May 15, 2018	Power Point Slides must be sent to Town Administrator Office 3 days before Town Meeting.
Monday May 21, 2018	Annual & Special Town Meeting