

Annual Town Meeting 2019 Timeline

Tuesday, December 18, 2018	The Board of Selectmen vote to hold a Annual and Special Town Meeting (ATM & STM) on Monday, May 20, 2019 respectively at 7:00PM at the Fowler School Auditorium
Tuesday, March 12, 2019	Town Administrators deadline for submittal of all Draft Warrant Articles for Town Agencies.
Thursday, March 21, 2019	Deadline for submittal of all Citizen's Petition Warrant Articles for Annual Town Meeting; referred to FinCom upon receipt
Thursday, March 21, 2019	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 5, 2019	Deadline for submittal of all Citizens Petition Warrant Articles for Special Town Meeting; referred to FinCom upon receipt. (10 days before the Board of Selectmen approve the final warrant).
Friday, April 5, 2019	Section 3 (By-Laws) The Selectmen shall submit to the Finance Committee a copy of all Town Warrants at least ten (10) days before printing the warrant.
Friday, April 5, 2019	FinCom recommendations, comments and reports due for ATM & STM <i>Must be done before BOS approves STM Warrant</i>
Tuesday, April 16, 2019	Board of Selectmen vote to approve ATM & STM Warrant <i>Last meeting before Beacon-Villager publishing deadline</i>
Thursday, May 2, 2019	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 10, 2019	Post Meeting Notice of ATM & 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 14, 2019	Power Point Slides must be sent to Town Administrator Office 3-days before Town Meeting
Monday May 20, 2019	Annual & Special Town Meeting

Annual and Special Town Meeting 2019 Timeline

Tuesday, December 18, 2018	The Board of Selectmen vote to hold Annual and Special Town Meeting (ATM & STM) on Monday, May 20, 2019 respectively at 7:00PM at the Fowler School Auditorium
Wednesday, December 19, 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>
Tuesday, March 12, 2019	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>
Thursday, March 21, 2019	Deadline for submittal of all Citizen's Petition Warrant Articles for Annual Town Meeting; referred to FinCom upon receipt
Friday, April 5, 2019	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 5, 2019	Deadline for submittal of all Citizens Petition Warrant Articles for Special Town Meeting; referred to FinCom upon receipt <i>Must be done before BOS approves ATM & STM Warrant</i>
Friday, April 5, 2019	FinCom recommendations, comments and reports due for ATM & STM <i>Must be done before BOS approves ATM & STM Warrant</i>
Tuesday, April 16, 2019	Board of Selectmen vote to approve ATM & STM Warrant <i>Last meeting before Beacon-Villager publishing deadline</i>
Thursday, May 2, 2019	ATM & STM Warrant to be printed (5000) <i>Printing deadline (earliest time available after printing of ATM & STM</i>
Thursday, May 2, 2019	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 10, 2019	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 14, 2019	Power Point Slides must be sent to Town Administrator Office 3 days before Town Meeting.
Monday May 20, 2019	Annual & Special Town Meeting