

Public Documents

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[Town of Wayland, MA](#) / [Division 1: Bylaws](#) / [Part I: Administrative Legislation](#)

Chapter 36**Meetings**

[arrow_forward](#)

[HISTORY: Adopted by the Town of Wayland as indicated in article histories.
Amendments noted where applicable.]

§ 36-4Resolutions.

Article INotice and Warrant; Moderator

§ 36-1Town meeting and election.

§ 36-2Service of warrant.

§ 36-3Submission of warrant articles.

§ 36-4Resolutions.

§ 36-5Quantum of vote; reports.

§ 36-6Moderator.

Article IIProcedure

§ 36-7**Reports.**

§ 36-8**Motions.**

§ 36-9**Action on warrant articles.**

§ 36-10**Reconsideration.**

§ 36-11**Motion to dissolve meeting.**

§ 36-12**Quorum.**

§ 36-13**Adjournment.**

§ 36-14**Verification of wording.**

§ 36-15**Subsidiary or procedural motions.**

§ 36-16**Powers and duties of Moderator.**

§ 36-17**Procedures to be followed where attendance exceeds occupancy limits at facility in which meeting is being held.**

§ 36-18**Attendance and participation of nonresident Town officials.**

Article I Notice and Warrant; Moderator

[Adopted 3-12-1973 ATM by Art. 14 as Art. 1 of the 1973 Bylaws]

§ 36-1 Town meeting and election.

[Amended 3-11-1974 ATM by Art. 11; 5-1-1991 STM by Art. 3; 5-12-2004 ATM by Art. 34; 4-13-2009 ATM by Art. 23]

The annual Town meeting shall commence on a day between April 1 and May 15 inclusive ordered by the Selectmen. The election of Town officers and the determination of all matters placed on the official ballot at such election shall take place within seven days, but no fewer than two days, before the annual Town meeting. In addition to the warrant required by MGL c. 39, § 9A, the Selectmen shall cause notice of the time and place(s) of each annual and special Town meeting and each annual and special election (1) to be published in a newspaper of general circulation in Wayland no later than the date fixed by them for the closing of the warrant pursuant to § **36-3** below and (2) to be posted on the Town sign boards. Such notice shall be posted on the Town sign boards commencing at least two weeks prior to the election and Town meeting and shall remain posted until the election is held and Town meeting is concluded.

§ 36-2 Service of warrant.

[Amended 10-30-1974 STM by Art. 3; 5-6-1982 ATM by Art. 33; 5-8-1989 ATM by Art. 21; 11-14-1991 STM by Art. 14; 11-13-1996 STM by Art. 2]

A.

Service of the warrant for the annual election and the annual Town meeting, and for any special election and any special Town meeting, shall be made by posting attested copies thereof at the Town Building and at the public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School and by mailing or delivering a copy thereof addressed to each residence in the Town not later than the time required under the Massachusetts General Laws for the giving of notice of such election or any such Town meeting.

B.

The front cover of the warrant for the annual election and the annual Town meeting, and for any special election and any special Town meeting, shall clearly identify the date, voting hours, and polling places for the election.

[Added 5-12-2004 ATM by Art. 35]

§ 36-3Submission of warrant articles.

[Amended 5-6-1982 ATM by Art. 33; 5-7-1997 ATM by Art. 47; 5-7-1997 ATM by Art. 48; 5-14-1998 ATM by Art. 59; 4-3-2003 ATM by Art. 33; amended 5-10-2004 STM by Art. 11; 4-13-2009 ATM by Art. 24]

All articles for insertion in the warrant for the annual Town meeting must be presented in writing to the Board of Selectmen in accordance with law on or before January 15 or such earlier time as may be fixed by the Board of Selectmen, and all such articles for special Town meetings must be so presented on or before the date fixed by the Selectmen for closing of the warrant for such meeting. In the event that January 15 is a Saturday, Sunday or legal holiday, all articles for insertion in the annual Town meeting warrant must be so presented by 4:30 p.m. on the next weekday following January 15 that the Wayland Town Building is open. The warrant for any special Town meeting shall remain open for at least seven days after it is called by the Board of Selectmen. Within 48 hours after calling any Town meeting, the Selectmen shall post notice of the warrant closing date at the locations specified in § **36-2** above.

A.

However, after an article for insertion in the warrant has been duly presented to the Board of Selectmen by registered voters in accordance with law, said article may be amended or withdrawn by a majority, but not fewer than 10, of said registered voters after the warrant closing date.

B.

Town Counsel shall be accessible to registered voters for consultation on presenting articles for insertion in the warrant or on making motions or amendments from the floor of Town meeting. Town Counsel shall be available for consultation at reasonable times in accordance with guidelines promulgated by the Board of Selectmen.

C.

No article, other than one submitted by the Moderator, Town Clerk, or the requisite number of petitioners, shall be inserted in the warrant for any Town meeting unless so voted by a board, commission, committee, or other governmental body of the Town of Wayland by 4:30 p.m. on the date fixed by the Board of Selectmen for closing of the warrant for such meeting.

§ 36-4Resolutions.

[Added 11-18-1982 STM by Art. 14]

A.

As used in this section, the term "resolution" means an expression of opinion or sense of the Town meeting on any matter relating to the municipal affairs of the Town or any other issue of public importance.

B.

When the Selectmen close a warrant for any annual or special Town meeting, they shall insert an article to see whether the Town will act on resolutions not within the scope of other articles. The article on resolutions shall be the last article in the warrant, and all resolutions which are submitted in accordance with Subsection **C** below shall appear under this article.

C.

Any resolution not exceeding 150 words in length shall be included by the Selectmen in the warrant for a Town meeting if the resolution is submitted by the close of the warrant and is signed by at least the number of registered voters required by law to submit any subject for insertion in the warrant. In addition, in the case of the annual Town meeting only, a resolution may be submitted after the close of the warrant but not later than 45 days prior to the date fixed for such annual Town meeting if such resolution is signed by at least the number of registered voters required by law to submit a subject for insertion in the warrant for a special Town meeting. All resolutions submitted for any Town meeting shall also meet the same general standards which the Selectmen apply to other articles for the warrant.

D.

The Finance Committee shall consider the municipal aspects, if any, of each printed resolution and shall make such report, in print or otherwise, as the Committee deems for the best interest of the Town.

E.

Unless a Town meeting so votes before reaching the resolutions article, no other article in the warrant may be returned to once the resolutions article is taken up for consideration.

F.

If no resolutions are timely submitted, the Selectmen shall withdraw the resolutions article before the printing of the warrant.