

ANNUAL TOWN MEETING 2012 – TIME-LINE
APRIL 30, 2012 @ 7:30 P.M.

LOCATION: *Canton High School, Morse Auditorium, 900 Washington Street, Canton, MA*

November 22, 2011 –

1. BOS Vote to open warrant for 2012 Annual Town Meeting for **zoning articles** effective Wednesday, 11/23/11 and close warrant for zoning articles on Friday, 12/09/11 @ 12 noon.(not less than **120 days prior to start of ATM**).
2. BOS Vote to open warrant for **non-zoning** articles effective Thursday 12/15/11 and close warrant for non-zoning articles on Tuesday, 1/03/12 @ 12 noon. (not less than **90 days prior to start of ATM**).
3. In order to continue to assist residents and Town Boards and Committees in submitting warrant articles for Annual Town Meeting, we bring your attention to **Article III of the Town Bylaws**, now posted on the Town Website, which gives detailed information regarding citizen article submission requirements and/or article submissions through the Office of the Board of Selectmen, by any elected or appointed multiple member body. Please pay special attention to **Section 3.4 of Article III “Preparation of the Warrant”**.

Section 3.4 Preparation of the Warrant

There shall be filed with each subject proposed to be included as an article in the annual town meeting warrant a brief statement of explanation by the proponent.

Any proposed warrant article shall be deemed to be incomplete unless all available plans, specifications and estimates and other supporting data necessary for its consideration by town meeting, as well as the explanation of the purpose of the article, are submitted prior to said deadlines.

This year the zoning article submission deadline is 12-09-11 and non-zoning article submission deadline is 1-3-2012.

Any citizen petition article requires the signatures of at least 10 registered voters, must meet the requirements noted in Section 3.4 and must be initiated through the Town Clerk's Office.

It is requested that department heads or other staff members, who work closely with a multiple member body, bring this important matter to their attention so we can assist all departments through the Town Meeting process.

December 9, 2011 (Friday) @ 12 noon – Warrant closes for zoning articles (not less than 120 days prior to the start of ATM).

December 19, 2011 (Monday) – Board of Selectmen submits proposed zoning by-law amendments to the Planning Board.

December 20, 2011 to February 22, 2012 – Planning Board Public Hearing(s). (Hearings shall be held **not more than 65 days after zoning articles are submitted to the Planning Board by the Board of Selectmen**).

December 30, 2011 (Friday) - Capital spending plan provided to CPC.

January 3, 2012 (Tuesday) @ 12 noon – warrant closes for **non-zoning** articles (not less than **90 days prior to the start of ATM**).

January 13, 2012 (Friday) – Draft ATM Warrant to be sent to Town Counsel for review.

January 16, 2012 (Monday) All Departments' operating budget estimates for fiscal 2013 sent to Finance Committee (**3rd Monday of January**).

February 7, 2012 (Tuesday) – BOS vote to approve Annual Town Meeting Warrant and execute same.

February 8, 2012 (Wednesday) – Approved Warrant to be sent to the Finance Committee.

February 20, 2012 (Monday) – ATM Warrant must be posted by today (not less than **60 days prior to the start of ATM**).

March 9, 2012 (Friday) – Deadline for Board of Selectmen warrant recommendations to be submitted to the Department of Finance.

March 14, 2012 (Monday) @ 5 p.m. Deadline for municipal employment contracts for ATM (Not less than **45 days prior to the start of ATM**).

March 16, 2012 (Friday) – Deadline for submission of **Planning Board draft motions**, and **Finance Committee draft motions, to Town Counsel**.

March 23, 2012 – Deadline for submission of **Finance Committee draft motion for employment contracts to Town Counsel**.

March 30, 2012 (Friday) – Warrant with recommendations and motions to be sent to the printer for publication.

April 16, 2012 (Monday) – Warrant w/Finance Committee, Board of Selectmen, and Planning Board recommendations to be delivered to citizens by today (**14 days prior to start of ATM**).

April 30, 2012 (Monday) – First Session of ATM – 7:30 p.m.

NOTE:

1. BOS will recommend, under Article 2 of ATM, that each subsequent ATM session begin at 7 p.m. (as was the case at ATM 10 & 11)