

Section 7. All fines and penalties for the violation of any by-law of the Town when recovered, shall inure to the use of the Town, and be paid into the Treasury, unless otherwise directed by the General Laws or a Town By-law.

Section 8. It is the intention of these by-laws that the various boards, departments, committees and officers of the Town wherein authorized by the Town by-law establishing the duties of such board, department, committee or office, shall make such regulations as required and necessary to carry out said duties. Regulations so established shall have the effect of a by-law unless the same shall be declared unconstitutional, invalid or shall be curtailed by a Town Meeting vote. Copies of such regulations shall be filed with the Town Clerk and be made available to the public.

## ARTICLE 2

### TOWN MEETING

Section 1. The annual town meeting for the conduct of the Town's business shall be held, pursuant to the provisions of Chapter 39, Section 9 of the General Laws, at a time ordered by the Board of Selectmen provided that such annual town meeting shall be completed by June thirtieth. Special town meetings shall be held at such times as the Board of Selectmen may direct or as otherwise provided by law.

Section 2. Notice of every annual town meeting shall be given by posting attested copies of the warrant for the meeting not less than seven (7) days before the day on which the meeting is to be held. Notice of every special town meeting shall be given by posting attested copies of the warrant for the meeting not less than fourteen (14) days before the day on which the meeting is to be held

Section 3. There shall be no quorum requirement for either the annual town meeting nor for special town meetings.

Section 4. The annual election of town officers shall be held on the second Saturday in April.

Section 5. No action shall be initiated on any article in the warrant for the annual town meeting or for a special town meeting after the hour of 11:00 p.m., except by a two-thirds vote of those present and voting.

## ARTICLE 3

### PROCEDURE AT TOWN MEETINGS

Section 1. Check lists at the entrance to the town meeting shall be used to determine the legal voters. Non-voters shall be admitted to a town meeting only after all voters have been admitted. Non-voters may be admitted and seated as directed by the Moderator unless there is an objection. Upon an objection, non-voters may be admitted by a majority vote of the meeting.

Section 2. All articles in the warrant shall be acted upon in the order of their arrangement, unless the meeting by vote otherwise determines.

Section 3. Any report, resolution or motion shall be reduced to writing if the Moderator so directs.

Section 4. No person shall address the meeting unless recognized by the Moderator, nor speak more than once on the same subject to the exclusion of any other who may desire to speak.

Section 5. Any person who is employed as an agent by another interested in any matter under discussion at a town meeting shall disclose the fact of his employment before speaking thereon.

Section 6. In case of motions to amend, or to fill blanks, the one expressing the largest sum or the longest time shall be put first, and an affirmative vote thereon shall be a negative vote on any smaller sum or shorter time.

Section 7. All committees shall be appointed by the Moderator, unless the town otherwise directs, and shall report as directed by the town. If a committee does not report as directed or at the next annual town meeting held thereafter, it shall be deemed discharged, unless an extension of time be granted by the town.

Section 8. When a report of a committee is placed in the hands of the Moderator, it shall be deemed to be properly before the meeting for its action thereon, and a vote to accept the same shall discharge the committee. For the adoption of recommendations of the committee, however, a specific vote shall be required. No appropriation shall be made under the report of any committee of the Town until the matter has been considered and reported upon by the Finance Committee.

Section 9. No vote after being once passed at a meeting shall be reconsidered at the meeting or at an adjournment thereof, except by a two-thirds vote. Reconsideration may be moved or requested by any voter. If defeated, a motion to reconsider any vote may not be made again. A motion to reconsider may be denied by the Moderator, if, in the opinion of the Moderator, the motion made is arbitrary, capricious or made as a parliamentary maneuver, and is totally lacking in a new or compelling reason.

Section 10. Any voter may immediately rise to question the determination of a voice vote by the Moderator, and if supported by (6) six or more voters, may request a counted vote.

Section 11. On matters requiring a two-thirds vote by statute, a count need not be taken and the vote recorded unless the vote so declared is immediately questioned by seven (7) or more voters as provided for by M.G.L., Chapter 39, Section 15 or as otherwise provided in these by-laws.

Section 12. A ballot vote on any article may be requested by the Board of Selectmen, Finance Committee or Town Moderator. Also, any voter from the floor may request a ballot vote if supported by seven (7) voters.

Section 13. No motion, the effect of which would be to dissolve the meeting, shall be in order until every article in the warrant has been duly considered and acted upon, but this shall not preclude the postponement of the consideration of any article to an adjournment of the meeting to a stated time.

Section 14. The duties of the Moderator not especially provided by law or these by-laws, shall be determined by the rules of practice contained in Town Meeting Time, a Handbook of Parliamentary Law, so far as the same is applicable to the town meeting.

Section 15. The use of electronic visual aids at all Town Meetings will be allowed at the discretion of the Moderator under the following guidelines:

A draft of all such presentations must be submitted to the Moderator for approval of the format no later than ten (10) business days prior to the first day of the Town Meeting.

The final presentation is to be submitted to the Moderator and Town Administrator's Office no later than five (5) business days prior to the first day of the Town Meeting.

Presentations must use Microsoft PowerPoint or other forms compatible with town office equipment.

No presentation shall exceed ten (10) minutes in length, unless approved by the Moderator.

## ARTICLE 4

### TOWN MODERATOR

Section 1. The Town Moderator shall be elected at the Annual Town Election for a term of three (3) years.

Section 2. The Moderator shall preside at all town meetings, decide all questions of order, and make public declaration of all votes.

Section 3. If there is a vacancy in the office of Moderator, the vacancy will be filled by voters of the Town. In the case of the absence of a Moderator, a temporary moderator may be elected by the town meeting. Until a moderator or temporary moderator is elected, the Town Clerk will preside at the town meeting.

## ARTICLE 5

### SELECTMEN

Section 1. The Selectmen shall have the general direction and management of the property and the affairs of the Town in all matters not otherwise provided by law or by these by-laws.

Section 2. The Selectmen may appear in the interest of the Town, either personally or by the Town Counsel, or by special Counsel, before any court, committee of the legislature, or any state or county board of commission. They shall have full authority as agents of the Town, acting upon the advice of the Town Counsel or special Counsel, to institute and prosecute any and all necessary suits and proceedings against or involving the Town's interest. They may, with the advice of counsel, settle all claims contested against the Town, which in their judgment cannot be successfully defended.

Section 3. All conveyances, under seal, which may hereafter be executed by the Town, pursuant to vote of the Town or otherwise, shall be sealed with the Town Seal, and subscribed by a majority of the Board of Selectmen, unless otherwise directed by the Town.

Section 4. The Board of Selectmen shall see that every conveyance to the Town of any interest in land is properly recorded in the Registry of Deeds.

Section 5. The Board of Selectmen shall have supervision and authority to make such regulations, not embodied elsewhere in these by-laws, to govern any action which, by its character, they consider to be a common nuisance or fire hazard.