

TOWN OF HOPKINTON
GENERAL BYLAW

Chapter 47

TOWN MEETINGS

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[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 3-6-1944, Art. 1. Amendments noted where applicable.]

**ARTICLE I
General Provisions**

~ 47-1. Posting of warrant. [Amended 4-11-1977 ATM, Art. 35]

Town meetings shall be called by posting certified copies of the warrant in the Town House, in each of the churches in the town, in each of the post offices and in each of the engine houses of the town, at least eight days before the time set for the Annual Town Meeting and at least 14 days before the time set for a Special Town Meeting.

~ 47-2. Date and time of Annual Town Meeting and elections. [Amended 3-4-1974 ATM, Art. 3; 4-14-1992 ATM, Art. 38; 5-3-2005 STM, Art. 3]

The Annual Town Meeting of the Town of Hopkinton shall be held on the first Monday in May in each year, at 7:00 in the evening, and the annual Town elections for the purpose of election by ballot of Town officers and voting on any questions required by law to be placed upon the official ballot shall be held on the third Monday in May at an adjournment of the Annual Town Meeting at which the polls shall be open during such hours between 6:00 a.m. and 8:00 p.m. as the Selectmen shall legally determine.

~ 47-3. Consideration of business. [Amended 3-4-1974 ATM, Art. 3; 5-6-1998 ATM, Art. 24]

All business of the Annual Meeting, except the election of officers and the determination of such matters as are required to be determined by ballot fixed for the third Monday in May as provided, shall be considered at the meeting of the first Monday of May.

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~ 47-4. Persons not on voters' list not admitted to Meeting.

Unless otherwise ordered by the Moderator, or by a vote of the Meeting, no person whose name is not on the list of registered voters shall be admitted to the hall where a Town Meeting is being held. This provision shall be enforced by use of the checklist, and the Moderator shall determine the bounds of the hall.

~ 47-5. Election by voice vote.

All Town officers not required by law to be chosen by ballot shall be elected by a voice vote, unless the meeting at which they are to be elected determines otherwise.

**ARTICLE II
Procedures**

~ 47-6. Order of articles.

All articles in the Town Warrant shall be taken up in the order of their arrangement unless otherwise decided by a majority vote.

~ 47-7. Action on committee reports.

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 action thereon, and a vote to accept the same shall discharge the committee but shall not be equivalent to a vote to carry out the recommendations of the report in the absence of a vote to adopt the report.

~ 47-8. Standing to address Moderator.

No person shall remain standing during a Meeting, except when that person addresses the Moderator.

~ 47-9. Motion to reconsider.

A motion to reconsider shall not be entertained unless made at the close of the consideration of the article under which it is passed, and no motion to reconsider action of a former day's sitting shall be made at any adjournment. This section may be suspended by a vote of 2/3 of those present and voting.

~ 47-10. Voting on appropriations questions. [Amended 5-4-1998 ATM, Art. 20]

Any motion which calls for the appropriation of less than \$1,000 shall be taken by a rising vote if so requested by three voters, and every motion calling for an appropriation of \$1,000 and over shall be taken by a rising vote, except in the case where the vote of the Town Meeting is a unanimous vote or in the case where, in the opinion of the Town Moderator, the vote constitutes a clear majority vote or a clear 2/3 vote, whichever may be required, in which event the

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declaration of the Town Moderator shall control, subject to the right of seven voters to question such vote, as provided in MGL c. 39, ~ 15.

~ 47-11. Speaking time limit.

No person shall speak for more than 10 minutes at any one time without being again recognized by the Moderator, and no person shall speak more than twice upon any question without first obtaining leave of the meeting, except to correct an error.

~ 47-12. Precedence of motions. [Amended 5-7-2001 ATM, Art. 44]

- A. When a motion is under debate, the Moderator may accept motions, including, but not limited to, the following:
- (1) To adjourn;
 - (2) To end debate;
 - (3) To postpone to a time certain;
 - (4) To amend;
 - (5) To divide the question;
 - (6) To withdraw.
- B. These motions shall have precedence in the order enumerated above. The first three motions shall be decided without debate.

~ 47-13. Quorum. [Amended 5-6-1996 ATM, Art. 32]

The presence of 100 voters of the Town shall be required to constitute a quorum for the transaction of any business which calls for the appropriation of money at any Town Meeting.