



Policy#: \_\_\_\_\_

Adopted: 2-28-12

### Warrant Article Request/Suggestion Policy Town of Andover

**Intent:** It is the intent of this policy to provide a standard form for submission of articles submitted by citizens for inclusion in either a regular or special town meeting warrant. The form is intended to aid selectmen in deciding if they will recommend the article as suggested, and if they will deny the request or not.

**Background:** Selectmen have been receiving suggested warrant articles that are not signed and that don't contain contact information of the person submitting the request. The decision on whether to include suggested warrant articles can consume a lot of the select board's time during a very busy period. It would be beneficial to understand the submitter's thought process and potential positive and negative impact to the Town.

**Action:** The select board will annually set a date by which suggested articles should normally be submitted. Persons who would like to submit suggested articles will be encouraged to complete the standard form. The secretary, and other office staff, will ensure that these forms are readily available to the public, and that they are aware of the required submission date. The select board may decide to allow submission of articles by other means or after the established submission date, on a case by case basis.

Approved on 2/28/12 by the Board of Selectmen:

Susan Merrow

Keith Farrington

Trudy Akers



ORIGINAL

Policy#: \_\_\_\_\_

Adopted: 2-28-12

**Town of Andover  
Proposed Warrant Article Form**

**Suggested Article:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason for Request/Suggestion:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Possible Benefits to the Town or individuals:** \_\_\_\_\_

\_\_\_\_\_

**Possible Negative Impacts of approval or disapproval:** \_\_\_\_\_

\_\_\_\_\_

**Other Comments:** \_\_\_\_\_

\_\_\_\_\_

Can the wording of the suggested article be modified by the Selectmen? Yes \_\_\_ No \_\_\_  
(Sample wording can either be found in past Town Reports and/or the Selectmen may be asked for assistance.)

Printed Name of Person Submitting Request: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form is part of the Town of Andover (Warrant Article Request/Suggestion Policy) and should be used to either formally request or suggest that an article be added to the Town Meeting Warrant. The form is intended to aid people in considering the effects of articles being either approved, or disapproved, by the voters and to aid the Selectmen in deciding if they will recommend an article.