

NOTES OF PROCEDURE – NOTICE OF WARRANT

The **Moderator presides over Town Meeting** in accordance with MRSA Title 30-A §2524. The Moderator further facilitates the meeting in accordance with MMA's **Maine Moderators Manual**

Please observe separation of Voters from Non-Voters:

Registered Voters must check in with the Registrar and be seated inside the guard rail.

- **Procedure:** The Moderator will read each article aloud and ask if someone will make a motion on the article; usually someone will respond “so moved”, then “second”. The Moderator will then open discussion on the motion. (*Note: it is best to avoid negative motions such as to defeat an article where “yes” means “no” - if you oppose an article; it's best to move the article and vote against it*)
- **Amendments:** an amendment may be motioned and seconded to propose a change to an article; please note capped articles with specific monetary amount(s) contained in the wording are limited in that they can only be decreased (not increased). Ordinances cannot be amended from the floor; only up or down. If an amendment does not pass, then the original motion is voted upon.
- **Voting:** The Moderator will ask for a show of hands, if required - please keep your hand raised until the Moderator (and his/her designees) have concluded counting. **Challenge:** A voter who wishes to challenge the Moderator's determination should immediately seek to be recognized and state “I doubt it”; if at least six other voters agree; the Moderator will make the determination more certain by using a designated other method of voting. **Written Ballots:** any voter can move an article to be voted on by written ballot any time before the article is voted upon, the motion must be seconded; no discussion is allowed before voting on the motion to vote by written ballot.
- **If you wish to speak on an article:** wait until the Moderator has opened the floor to public comment discussion; raise your hand - when the Moderator has recognized you, proceed to the microphone:
 - State your name for the record & whom you represent if applicable.
 - Direct commentary or questions directly to the Moderator.
 - State your business in a brief & concise manner; relevant to the current article/motion.
 - The Moderator has the right to set a time limit for comments, and overall on a motion.
- **Order, Prohibitions:**
 - The Moderator will not entertain public comment about specific individuals.
 - Personal or accusatory comments are *out of order*; comments should be respectful and courteous.
 - Profanity, and disorderly; conduct, language, or gestures at meetings are *out of order*.
 - At no time will the public be allowed to argue debate or introduce a topic that is not on the agenda.
 - Voters & attendees may not speak during Town Meeting unless recognized by the Moderator; the audience shall not disturb the proceedings by whispering, talking or other engaging in other distractions. Cellular phones must be turned off, with the exception of emergency responders.
 - If any person, after a *command for order* by the Moderator, continues to act in a disorderly manner, the Moderator may direct that person to leave the meeting. If the person refuses to leave, the Moderator may have that person removed until the meeting is adjourned.

Special Note: The following is the “**PROPOSED WARRANT**”, as much as the Board of Selectmen attempt to have all the Warrant Articles ready for the Town Report prior to going to print, there are occasions where legally there could be Warrant Articles added, edited or deleted from what has been printed in the Town Report. **Therefore:** in accordance with MRSA Title 30-A §2523, please check the legal posting of the Warrant seven days prior to Town Meeting posted at: *Town Office, Easton Post Office, Country Farms Market, Easton Elementary School, Easton High School, Tulsa One Stop* and www.eastonme.com.