

INSTRUCTIONS
PETITION TO CALL A SPECIAL TOWN MEETING

This petition form attached is only for the use to CALL a Special Town Meeting. The petitioner must receive 200 or more signatures. This 200 signature count falls under Massachusetts General Law Chapter 39, Section 10; we say more than 200 due to the fact that signatures can be disqualified for these reasons:

N: No such registered voter at that address, or address is illegible;

S: Unable to identify signature as that of voter because of the form of the signature, or signature is illegible;

T: already signed petition article

Please note: Signatures will not be certified if they are not within the numbered spaces of the petition

1. Petitioners are encouraged to contact the Town Managers office to review and discuss the petition before signatures are collected. (508) 865-4710
2. The petitioner will put the article in question on the front of the form and signatures will be collected on the back of the form.

Please note: Separate signature pages are prohibited. When collecting signatures you may use as many petition forms as needed. We do not allow signatures in Pencil, Marker, Erasable pen, Crayon, etc. Please use a permanent pen. Signatures must be registered voters of the Town of Millbury with Printed name, Signature and Current Address.

3. In order to pass in a complete petition form, please fill out the contact sheet as a cover page and then your petition forms. These will be given to the Town Manager/ Board of Selectmen, who will then upon receipt time stamp the petition in, give a copy of the front page to the petitioner and deliver them to the Town Clerk/ Board of Registrars. The Town Clerk/ Board of Registrars will then verify that you have 200 or more complete signatures. The Town Clerk will then proceed to begin the process to hold the Special Town Meeting. The head petitioner will be notified of each step and a time line will be kept at the Town Clerk's office.
4. We strongly recommend that the petitioners set up a meeting with the Moderator and Town Clerk before the meeting to discuss the article(s), presenters, speakers, motion or motions and Town Meeting procedures. At this meeting the Town Manager, and any other department(s) that this petition may affect will be invited to go over the procedure of Town Meeting.

**CONTACT INFORMATION SHEET
TO CALL A SPECIAL TOWN MEETING**

This form must be submitted with each petitioned article

Date: _____

Title of the Petition:

Contact Information for the lead petitioner:

Name: _____

Address: _____

Phone (Home), _____

(Cell), _____

Email Address: _____

Contact Information for Speaker if different from above:

Name: _____

Address: _____

Phone: (Home), _____

(Cell), _____

Email Address: _____

FOR TOWN MANAGER / BOARD OF SELECTMEN USE ONLY- DO NOT WRITE IN THIS AREA

Date Petitioned Article Submitted: _____

Date Signatures verified by Town Clerk: _____

**TOWN OF MILLBURY
PETITION TO CALL A SPECIAL TOWN MEETING**

Petition # _____
(Town Clerk will provide)

Article # _____
(Town Manager will provide)

Type of Article/ Financial or Non-Financial:

Financial: ☐ Non- Financial: ☐ Town By-Law: ☐ Zoning By-Law: ☐

Conservation: ☐ Statute Acceptance ☐ Street Acceptance: ☐ Other: ☐

WE, THE UNDERSIGNED REGISTERED VOTERS OF THE TOWN OF MILLBURY HEREBY PETITION THE BOARD OF SELECTMEN AND RESPECTFULLY REQUEST TO CALL A SPECIAL TOWN MEETING AND TO INCLUDE IN THE WARRANT FOR SAID MEETING THE FOLLOWING ARTICLE(S):

****READ THE PETITION ON THE OPPOSITE SIDE OF THIS PAPER BEFORE SIGNING BELOW. PLEASE PRINT YOUR NAME, SIGN YOUR NAME AS IT APPEARS ON THE VOTING LIST AND CLEARLY PRINT YOUR ADDRESS. ****

	NAME	SIGNATURE	ADDRESS
1			
2			
3			
4			
5			
6			
7			
5			
8			
9			
10			
11			
12			
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19			
20			

OFFICE USE ONLY- DO NOT WRITE IN THIS AREA

CERTIFICATION OF NAMES	At least three registrars' names must be signed or stamped below

Date & Day	_____
We certify that _____ (number of names certified- use numbers and words) above signatures checked are the names of qualified voters from this town.	Registrars of Voters _____ _____
	TOWN CLERK – TOWN OF MILLBURY – WORCESTER COUNTY