



**Town of Millbury  
Town Manager/ Board of Selectmen**

**Instructions/Forms for Submission of  
Petitioned Articles for Town Meeting Warrant**

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The proper process and format for submitting a petition article for insertion into a warrant for the Annual or Special Town Meeting, these forms attached should be used for all petition article submissions. This document will also include information on the proper process to “CALL” a Special Town Meeting.

Under Massachusetts General Law Chapter 39, Section 10:

- For inclusion on an **Annual Town Meeting**, the petitioner needs to submit a petitioned article with 10 or more signatures of registered voters.
- For inclusion on a **Special Town Meeting**, the petitioner needs to submit a petitioned article with 100 or more signatures of registered voters.
- **To Call a Special Town Meeting**, the petitioner needs to submit a petitioned article with 200 or more signatures of registered voters. (See Separate Instructions)

**Please note: The town encourages petitioners to consult with an attorney to ensure the wording is in proper form to be considered by Town Meeting, as Town Counsel is not available to the public for this purpose. The article will appear on the Town Meeting warrant EXACTLY as submitted.**

**The petition paperwork may be copied before obtaining signatures in order to secure enough signatures.**

**Please use permanent pen. \*\* (No Pencil, Marker, Erasable pen, Crayon, etc.) \*\***

Any of the above options needs to be submitted to the Town Manager/ Board of Selectmen office. Once received by the office, the petition will be given to the Town Clerk/ Board of Registrars to certify the signatures. Stated above under MGL Chap 39, Sec 10 it says to obtain a certain amount of signatures or more. The reason that more than the amount of signatures needed is due to the fact of disqualification of voter signatures which fall under 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

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

All petition articles are subject to review by the Board of Selectmen, if a zoning article/street acceptance by the Planning Board, and if any article is requesting an appropriation of funds the Finance Committee. Also, Town Counsel will review all articles and opine as to their legal effect.

The petitioner of the article will be notified by the appropriate authority that will review the petition and will receive the date and time to appear before that authority. Should the Town support the article, the Town will prepare the motion for consideration by Town Meeting, however the petitioner is responsible for speaking at town meeting on the article.

CITIZENS PETITIONED ARTICLE  
CONTACT INFORMATION SHEET

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This form must be submitted with each petitioned article

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

Title of the Petition:

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Contact Information for the lead petitioner:

Name: \_\_\_\_\_

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

Phone (Home), \_\_\_\_\_

(Cell), \_\_\_\_\_

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

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Brief explanation of the Petitioned Article (Optional):

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

Date Petitioned Article Submitted: \_\_\_\_\_

Date Signatures verified by Town Clerk: \_\_\_\_\_

The following Board/committee(s) will comment on this article:

\_\_\_\_ Board of Selectmen    \_\_\_\_ Planning Board    \_\_\_\_ Finance Committee

## CITIZENS PETITIONED ARTICLE FOR TOWN MEETING

To the Honorable Board of Selectmen:

We, the undersigned registered voters of the Town of Millbury, hereby petition the Board of Selectmen pursuant to MGL Ch. 39, S. 10 to insert the following article into the Warrant for the \_\_\_\_Annual \_\_\_\_Special Town Meeting to be held on \_\_\_\_\_, 20\_\_\_\_:

To see if the Town will vote to:

NO	Check Box	Printed Name	Signature	Street Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
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11				
12				
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14				
15				
16				
17				
19				
19				
20				

(You may attach another page if your petition wording does not fit on this page)