

## Chapter 2

### Article I - Town Meetings

#### Section 2-101 Call of Town Meeting

Each town meeting shall be called by a warrant. The warrant shall be signed by a majority of the Selectmen, except as follows:

- A. First Town Meeting. The first Town Meeting shall be called in the manner provided in the act of incorporation.
- B. Majority of Selectmen. If, for any reason, a majority of the Selectmen do not remain in office, a majority of those remaining may call a town meeting.
- C. Petition of Three (3) Voters; If No Selectmen. When a town, once organized, is without Selectmen, a meeting may be called by a Notary Public in the county on the written petition of any three (3) voters.
- D. Petition By Voters, If Selectmen Refuse. If the Selectmen unreasonably refuse to call a town meeting, it may be called by a Notary Public in the county on the written petition of the number of voters equal to at least ten percent (10%) of the number of votes cast in the Town at the last gubernatorial election, but in no case less than ten (10).

#### Section 2-102 Warrant

The warrant for calling any Town Meeting shall meet the following requirements:

- A. Time and Place. It shall specify the time and place of the meeting.
- B. Business To Be Acted Upon. It shall state in distinct articles the business to be acted upon at the meeting, and no other business may be acted upon.
- C. Notification. It shall be directed to a town constable, or to any resident by name, ordering him to notify all voters to assemble at the time and place appointed.
- D. Attested Copy Posted. An attested copy shall be posted by the person to whom it is directed in some conspicuous, public place in the Town at least seven (7) days before the meeting, unless the Town has adopted a different method of notification.

Section 2-104 General Town Meeting Provisions (Continued)

3. When a vote declared by the moderator is immediately questioned by at least seven (7) voters, he shall make it certain by polling the voters or by a method directed by the Legislative Body.
  4. The moderator shall serve until the meeting is adjourned and shall be subject to the same penalties for neglect of official duty as are other town officials.
- D. Votes Recorded By Clerk. The Clerk shall record accurately the votes of the meeting. In the absence of the Clerk, the Moderator shall appoint and swear in a temporary Clerk.
- E. Written Ballots. Ballots shall be prepared by the Town Clerk, be of uniform size and color, and shall be blank except that two (2) squares with "yes" by one (1) and "no" by the other may be printed on them.
- The moderator shall assure that each voter receives only one (1) ballot for each vote taken.
- F. Location of Meetings. Town meetings may be held outside the corporate limits of the municipality if the proposed location is within an adjoining or nearby municipality, is not more than 25 miles from the corporate limits of the municipality holding the meetings, is reasonably accessible to all voters of the town and if the municipal officers determine that there is no adequate facility for the meeting within the municipality.

Section 2-105 Annual Meeting

Each Town shall hold an annual meeting, at which time the following Town official shall be elected by ballot: Moderator, Selectmen and School Committee.

A Town may, at a meeting held at least sixty (60) days prior to the annual meeting, designate other Town Officials to be elected by ballot. The election of officials at the last annual Town Meeting shall be deemed to be such a designation until the Town otherwise acts. A Town Official may not be elected on a motion to cast one ballot.

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Legal Note: Town Meetings are covered by Title 30 MRSA, Section 2051 et seq., as amended.

## Chapter 2

### Article II - Town Reports

#### Section 2-201 Annual Report

The officers of each municipality shall publish annually a complete report of the following provisions.

#### Section 2-202 Paper

It shall be printed on paper of at least fifty (50) pound basis weight and bound not less than six (6) inches wide by nine (9) inches long nor more than eight and a half (8½) inches wide by eleven (11) inches long.

#### Section 2-203 Record of Financial Transactions

It shall contain a record of all financial transactions of the municipality during the last municipal year, including an itemized list of receipts and disbursements indicating to whom and for what purpose each amount was paid.

A municipality may waive the printing in its annual report of the itemized list of receipts and disbursements which is effective until revoked.

#### Section 2-204 Statement of Assets and Liabilities; Delinquent Taxpayers

It shall contain a detailed statement of the assets and liabilities of the municipality including a list of all delinquent taxpayers and the amount due from each. It shall also contain any engineering and survey reports relating to the boundaries of the municipality and all proceedings and doings of the municipal officers relating thereto, together with any other information deemed by them to be of historical significance.

#### Section 2-205 Post-Audit Report

It shall contain the statement that the complete post-audit report for the latest municipal year is on file at the municipal office and the following excerpts from the report:

- A. Name and address of the auditor;
- B. Auditor's comments and suggestions for improving the financial administration;
- C. Comparative balance sheet;
- D. Statement of departmental operation.