



**Town of Tisbury**  
**Office of the Town Administrator/Personnel Director**  
**51 Spring Street, P.O. Box 1239**  
**Vineyard Haven, MA 02568**  
(Tel. 508-696-4203)

MEMORANDUM

TO: ANNUAL TOWN MEETING & SPECIAL TOWN MEETING WARRANT ARTICLE SPONSORS

FROM: Jay Grande, Town Administrator

DATE: November 15, 2019

RE: Process for submitting warrant articles for the Town Meeting

Annual Town Meeting (ATM) and Special Town Meeting (STM) is scheduled for March 31, 2020.

The deadline for submission of all articles for ATM 2020 is December 31, 2019 by 4:30PM (90 days prior to the date of the Annual Town Meeting as per Article 30 of Town Bylaws). The deadline for submission of all articles for STM is at February 14th, 2020 by 4:30 PM (45 days prior to the date of the Annual Town Meeting as per Article 30 of Town Bylaws)

The Board of Selectmen strongly recommend that all warrant articles be submitted by December 16, 2019 by 4:30PM to provide sufficient time for review in advance of Town Meeting and to sponsor as may be applicable.

Please note that hard copies of all proposed articles must be submitted to the Town Clerk directly at Town Hall, 51 Spring Street. No other department can officially accept warrant article submissions.

Every warrant article has to provide substantive information to allow it to work its way through the legislative process, to receive funding, and approval, if required, from either Bond Counsel, the Department of Revenue and/or the Attorney General.

Attached please find a warrant article submittal form for your use. If you have any questions, please contact me at [jgrande@tisburyma.gov](mailto:jgrande@tisburyma.gov) or telephone 508-696-4203.

# Article Submission Form

Submit hard copy only directly to Town Clerk.

Annual Town Meeting (ATM) or Special Town Meeting (STM) (circle one)

Submitted by: Name  
Contact information

To see if the Town will vote to \_\_\_\_\_  
ATM Raise, transfer or borrow  
STM accept, make, authorize amend or elect

To see if the Town will vote to \_\_\_\_\_  
ATM Raise, transfer or borrow  
STM accept, make, authorize amend or elect

To see if the Town will vote to \_\_\_\_\_  
ATM Raise, transfer or borrow  
STM accept, make, authorize amend or elect