Anyone wishing to address the Special Meeting FIRST should sign up prior to the start of the meeting
1. Speakers will be given 3 minutes, once recognized by the Moderator.
2. Speakers will be called in the order of the Sign Up Sheet.
3. At the Moderator's discretion, repeat Speakers may have an additional opportunity of 3 minutes after all signed up Speakers have had their turn.

* All questions or comments must be directed to the Moderator who will route them to the proper respondent

* Any motion to INCREASE the Annual Budget will be ruled out of order as per Town Charter.

* Only formal Motions to DECREASE a Line Item of the PROPOSED FY24-25 ANNUAL BUDGET are allowable. Please state as follows: I make a motion to decrease Line Item _____ (identify line number) by $ ______ (state dollar amount) A verbal second to each motion must be made to move the motion to a vote. Each seconded motion will be voted on by confidential ballot as per Section 1102 (B) of the Town Charter.

* All Comments, Questions and Dialogue shall remain polite and respectful.

** IMPORTANT NOTES **

* Tonight's meeting follows Section 1102 / Sections A,B, & C of the Town Charter*
* The Annual Town Budget Meeting shall be held on the second Monday in May at 7pm; which shall be adjourned from time to time until the Annual Budget is adopted.
* Prior to adjournment to Budget Referendum, the electors at the Annual Town Budget Meeting shall review the Budget as presented by the Board of Selectmen and the electors shall have the power to amend, but not increase, any line item of the Budget. Voting on items shall be by machine or confidential ballot.
* The Annual Town Budget Meeting shall be adjourned to an 8am to 8pm referendum to be held on a date not less than fourteen (14) days and not more than twenty-one (21) days following the Annual Town Budget Meeting.

* Current Town Charter - www.townofwinchester.org - By Laws and Ordinances - Town Charter

** Item 1 Call to Order **

** Item 2 Public Hearing on Proposed 2024-2025 Town of Winchester Budget **

** Item 3 Discussion/Possible Action on Proposed 2024-2025 Town of Winchester Budget **

** Item 3 Adjourn to __________________ Referendum **
ORDER OF ACTION

1) Pledge of Allegiance

2) Town Clerk to read the "Call of the Meeting"

3) Motion to schedule the BUDGET REFERENDUM - Must be 14 to 21 days after tonights (May 13th) meeting. The Registrars Office is recommending Saturday June 1, 2024.

"I move that the Budget Referendum be scheduled for ______________ from 8am to 8pm at Pearson School."

4) Budget presentations will be made by Town and Board of Education representatives.

5) The Public will be given a chance to react and speak AFTER the Presentations are completed. - To maintain an orderly process, speakers are asked to sign up for a speaking slot when they arrive at the meeting. Late arrivals will be accommodated! Each speaker will be given 5 minutes of time. If speakers wish to address the meeting a second time they will be allowed to do so AFTER all those who are signed up have spoken for the first time. Second round speakers are given another 5 minutes. Should a third round be necessary the same rules will apply.

ALL SPEAKERS WILL WAIT UNTIL THE MODERATOR RECOGNIZES THEM!

ALL QUESTIONS WILL BE DIRECTED TO THE MODERATOR WHO WILL REDIRECT TO THE APPROPRIATE PERSON!

ANY QUESTIONS THAT REQUIRE RESEARCH WILL BE WRITTEN DOWN AND REPLIED TO AT A LATER DATE!

By the Rules of the Town Meeting only Budget REDUCTIONS will be put to a VOTE
A formal "Motion" must be Recognized by the Moderator, Verbalized, Seconded and Recorded by the Town Clerk

Motions to reduce the Budget are made as follows...........

"I move that the BUDGET be AMENDED by reducing Line Item __________________ by $ ______________."

Line Item Votes are cast by PAPER BALLOT

6) Orderly Debate and Motions to Reduce are allowed to continue until the Moderator entertains a request to "MOVE THE QUESTION"

A 2/3rds VOTE approving the "Move the Question" Motion will END all Discussion

7) A MOTION TO ADJOURN IS OFFERED AS FOLLOWS

"I MAKE A MOTION THAT THIS TOWN MEETING BE ADJOURNED TO REFERENDUM TO BE HELD ON ________________"

THANKS TO EVERYONE FOR YOUR ATTENDANCE & PARTICIPATION