

SELECT BOARD WARRANT ARTICLE GUIDELINES

Petitioners of warrant articles should expect that the Select Board will ask some standard questions of them when they present their articles to the Select Board for consideration. The following are suggested guidelines to prepare for those questions:

- Petitioners should prepare explanations that stand on their own and are expressed clearly and concisely. While internet links to background material (from reliable sources with relevant expertise) may be included, they are not a substitute for a clear and complete explanation of the warrant article. To assist the Select Board and others in their review of internet linked material, the petitioner is encouraged to provide the Select Board with a concise summary of the linked material and an explanation of why it is included. Internet sourced data and opinions are not a substitute for persuasive arguments in the explanatory material.
- Petitioners should expect to describe the nature and extent of their engagement with Town staff, boards, and commissions regarding their warrant article, if relevant.
- Petitioners should be prepared to identify who will be impacted by their warrant article among Town residents, businesses, organizations, and other parties and the nature and extent of their outreach to them.
- Petitioners should expect to describe how they have sought to accommodate feed-back from Town staff, boards, commissions, residents, businesses, organizations, and other parties in the drafting and redrafting of their warrant article.
- Petitioners should be prepared to provide a reasonable estimate of the expected financial and operational impact on the Town, or if an estimate is not practical, a narrative of what any costs would include and an estimate of the impact on staff resources. For example, would the implementation of a warrant article require the hiring of additional staff, the acquisition of new equipment, or the redesign of an existing process or procedure? Such estimates can be based on a petitioner's meetings and conversations with Town staff, boards, and commissions.
- Petitioners should be able to explain why they believe that their warrant article is relevant to Brookline.