

MEMORANDUM

From: Sandy Gadsby, Town Moderator

To: TMMs and other participants in the 2021 Annual Town Meeting

Re: Procedural matters

Dated: March 30, 2021

This memorandum will set forth the special procedures applicable to the virtual 2021 Annual Town Meeting, including any Special Town Meetings that may be called by the Select Board to be held within the Annual Town Meeting, using the Zoom videoconferencing platform and related technology. Most of the general information that you will need for the meeting, including the check-in process, preliminary matters and the debate and voting processes, is set forth in an attachment to the latest edition of the Town Meeting Handbook entitled "Addendum Re Virtual Meetings on Zoom," a copy of which accompanies this memorandum. Both that Addendum and this memorandum will be posted on the Town website in a folder under www.Brooklinema.gov/townmeeting entitled "Virtual 2021 Annual Town Meeting Help Files."

Subject to the fact that the 2021 ATM will be moderated by my successor, who may change at least some of the rules and procedures for the meeting, here is information specific to this meeting. As a preliminary matter, please note that **all presentations at the meeting will be limited to three minutes** unless a speaker has been granted prior permission to exceed that limit.

Preparation and Practice Session

Practically all current TMMs have participated in the virtual Town Meeting training sessions held in connection with the 2020 meetings. For the 2021 ATM we will be holding a practice virtual meeting at 8 PM on Wednesday, May 12. The principal purpose of this session is to give the new moderator and new TMMs an opportunity to practice for the main event. As for other means of preparing for the meeting, it is always advisable to review the Town Meeting Handbook, the most recent edition of which is posted on the Town website. Please consult the accompanying Addendum for other pre-meeting matters.

Agenda for the 2021 Annual Town Meeting

Sessions of the meeting are currently scheduled to be held on May 19, 20, 25 and 27. Given the size, complexity and controversial nature of the articles on the warrants for the meeting, it would not surprise me if we had to schedule additional sessions, probably on Tuesday and Thursday of the following week.

Sequence of Articles

Absent motions to move certain articles to a specific time and date, we will take the articles on the ATM warrant in the order in which they appear in the warrant. There are several articles on that warrant that have the same subject matter as one or more others, so unless there is a motion to divide the question, we will have a single debate for the following sets of articles:

- 14-17 – Short term rentals, such as Airbnb
- 19&20 – Marijuana regulation
- 25&26 – Fossil Fuel Free issues
- 29&30 – Outdoor restaurant seating

Articles 14 through 17 will present a special procedural challenge for TMMs and my successor. You will receive more specific information about how these articles will be dealt with closer to the meeting date.

Revised Rules

There are a couple of new rules for Town Meetings generally of which TMMs should take special note. As set forth in more detail on page 27 of the [Town Meeting Handbook](#), amendments and other motions must be submitted at least 48 hours prior to the session at which they will be considered. The notice period is five business days for amendments of the Town budget and other motions that may have a substantial financial impact.

This memorandum will undoubtedly be supplemented by additional memoranda and other communications as the 2021 ATM process unfolds.