

2025 Annual Town Meeting Article Sponsor Responsibilities & Prep Meeting

To: All2025AnnualTownMeetingArticleSponsors
 From: Wayne Davis, Moderator
 Ryan McLane, Town Administrator
 Gretchen Gallimore, Executive Assistant
 Date: April 3, 2025

Below is a checklist of responsibilities for Article sponsors. PLEASE PUT THESE DUE DATES IN YOUR CALENDAR! Submissions ahead of deadline are VERY much appreciated. If you have any questions, please contact the person designated.

If the article you are sponsoring falls within the purview of a town board or committee in addition to your own (or, in the case of Citizens' Petitions, the board or committee with primary jurisdiction), please consider reaching out to the chair of each such board or committee to have your article added to an agenda for discussion. Be aware that some boards and committees only meet monthly; plan accordingly.

Item	Deadline	Responsibility	Contact
<input type="checkbox"/>	After Warrant is Signed (expected no later than April 15)	Motions. Town Administrator will draft motions for review by Town Counsel. Citizens' Petitions motions should submit draft motion(s) to Moderator.	Rmclane@carlislema.gov Moderator@carlislema.gov
<input type="checkbox"/>	April 7, 14 or 15	Podcast and Communications Plans. See separate email from Ryan McLane, "Town Meeting Videos and Podcasts," April 2, 2025.	Rmclane@carlislema.gov
<input type="checkbox"/>	By April 15th	Submit additional information for posting to the website Town Meeting page. Provide whatever information you believe will help inform the voters, preferably in .PDF format.	Ggallimore@carlislema.gov ; cc: rmclane@carlislema.gov

<input type="checkbox"/>	Wed., April 16, 7:30 pm, Town Hall – Heald Rm. Or via Zoom .	Attend Moderator’s Town Meeting Coordination Meeting. (Required – at least one person, preferably presenter, for each Article or CPA motion). Assignments of speaker times for article sponsors and boards & committees with recommendations on articles; important logistical information on Town Meeting provided. Kindly review in advance the Procedures and Guidelines page at the Town Meeting website.	moderator@carlislema.gov
<input type="checkbox"/>	Thursday, May 8, 5 pm	Submit Draft Slides for Moderator Review. (Required <i>only if</i> using slides). Please review these Guidelines and a template for PowerPoint presentations.	moderator@carlislema.gov
<input type="checkbox"/>	Thursday, May 15, 7 pm- Corey Auditorium	Presentation Dry Run. (Required <i>only if</i> using slides).	moderator@carlislema.gov
<input type="checkbox"/>	Sunday, May 18, 11:30 am – cafeteria	Poster Session – Set up informational poster in cafeteria; have at least one person available to answer questions.	Further detail to be provided
<input type="checkbox"/>	Sunday, May 18, 1 pm – Corey Auditorium	Town Meeting	