

# Procedures Proposed for Use at Special Town Meeting November 2, 2025

**Wayne H. Davis, Town Moderator**  
**October 14, 2025, updated 2025-10-23**

At the upcoming Special Town Meeting, most of our procedures will follow the usual practices outlined in the document *Carlisle Town Meeting Introduction and Procedures* (Updated May 13, 2025) and available at <https://www.carlislema.gov/DocumentCenter/View/98>. That document covers the main points. Detailed procedural rules are set forth in *Town Meeting Time: A Handbook of Parliamentary Law*, published by the Massachusetts Moderator's Association (4<sup>th</sup> Edition, 2025), copies of which are available in Gleason Public Library.

The list below explains all departures from standard procedures and highlights a few of the standard procedures that will continue to be followed.

These procedures may be updated prior to Town Meeting, based on public feedback and any changed circumstances with regard to the proposed Articles.

## **Locations and Video/On-line Access**

The Meeting will be held at Corey Auditorium, with overflow seating in the cafeteria, and a satellite location at the Benfield Farms Community Room (limited capacity). Full audio and visual connectivity will be available in all locations; any registered voter may speak and vote.

Anyone may view the proceedings on local cable access television (Channel 9) or livestream from the Minuteman Media Network [website](#) or its [YouTube Channel](#). Full remote participation (*i.e.*, viewing, speaking, and voting) in Open Town Meetings by individuals is not currently authorized under Massachusetts law, except where necessary as an accommodation under *Americans for Disability Act*.

## **Meeting Start and Logistics**

The Meeting starts at 1:00 pm, Sunday, November 2 at the Carlisle Public School with a remote location at the Community Room in Benfield Farms. Doors will open at noon for check-in at the school and at 12:30 at Benfield. A large turnout is expected, so please arrive early, especially if you prefer to sit in the school auditorium rather than in the cafeteria. The meeting will begin promptly at 1:00 pm or as soon thereafter as the quorum of 150 has been checked in, even if others are awaiting entry.

The Warrant originally included three Articles covering (1) MBTA Communities Zoning Bylaw; (2) Fire Station Renovation Design Costs; and (3) Historical Demolition Delay Bylaw. However, Article 3 will not be moved. The Moderator, following consultation with the Select Board, has determined that Article 2 will be considered first.

The Moderator's intent, subject to the will of the Meeting, is to conclude debate and voting on Article 1 on Sunday. If voting on the Article has not yet begun by 4:30 pm, the Moderator will take the sense of the meeting as to whether to close debate and proceed to a vote. If debate continues, such check-ins will be repeated at half-hour intervals.

**Recommendations of Other Boards and Committees.** A standard feature of Town Meeting is to hear reports of the votes from boards and committee recommending in favor or against adoption of a particular Article. To save time on this reporting, all such recommendations will be displayed on a slide at the Meeting. Therefore, the recommendations must be reported to the Moderator no later than **noon, Friday, October 31**. Any board or committee that wishes to supplement the vote report with an explanation of their reasoning should notify the Moderator when they submit the vote report. Individual board or committee members may also speak during the floor debate. The usual two-minute limit applies in both circumstances.

**Agreed Facts.** [This section has been removed.]

### **Questions and Answers**

On both Articles, following presentations and recommendations from other boards and committees, there will be a “Questions Only” period (length TBD), with time limits of one minute per question; one minute per answer (with moderator discretion to extend). Genuine questions only; advocacy masquerading as questions will not be permitted.

**Floor Debate.** All the usual rules will apply, especially:

- Two-minute limit per speaker.
- Individuals may not speak a second time on a given motion if others are waiting to speak.

Given the likelihood of a larger than usual number of speakers, the Moderator will ask those wishing to speak to line up at the microphones. We will rotate amongst the microphones from all the locations.

**Opposition Comments.** The usual rules provide an exception: “If on a particular article, a group or groups have organized themselves in opposition to the proposal and have made a request in advance, the Moderator will recognize them to speak first following the proponents.” Any such groups wishing to be so recognized on any of the Articles must notify the Moderator (via email to [Moderator@CarlisleMA.gov](mailto:Moderator@CarlisleMA.gov)) no later than **Monday, October 27, 2025 at 5:00 pm** Whether the use of slides will be permitted or additional time allotted are at the discretion of the Moderator.

### **Amendments to Main Motions**

Proposed amendments to the main motions under any of the Articles must be submitted in writing to the Moderator by **noon, Tuesday October 28**, with exceptions only for corrections of minor errors. Motions to “amend the amendment” are strongly discouraged but may be made from the floor and must be submitted in writing.

**Voting** will be done electronically at the school, and by hand at Benfield. Special procedures will be used for Article 1, given the Planning Board’s decision to offer two options for consideration. We will first take a preliminary vote of the two options against each other. Voters select their preferred option as between the two, or they may simply choose not to vote. consideration. Whichever option wins this preliminary vote will then be presented for a **final, binding vote** as a Yes/No question.