



Procedural Information for Town Meeting Members Regarding the 2024 Needham Annual Town Meeting

From: Moderator Michael K. Fee

Hello Town Meeting Members and Citizens of Needham. Through this notice, I am providing information on the procedures we will use at the Annual Town Meeting beginning on May 6, 2024.

Presentation Format Used for the May 2024 Annual Town Meeting

For the reasons I communicated in advance of the last year's Annual Town Meeting and the Fall Special Town Meeting, we are no longer using video presentations as a substitute for in-person, live presentations about Articles under consideration at Town Meeting.

Proponents of Articles and the Finance Committee may post summary materials on the town website in advance of Annual Town Meeting. These materials may be PowerPoint slides or similar tools that will provide Town Meeting Members with an advance summary of the presentation they will hear live at Annual Town Meeting. These summary materials will be organized by Article. The summary materials may be accompanied by supporting primary source materials of the kind we have been posting all along such as reports, memos, studies, etc.

I strongly discourage the last-minute distribution of materials and information of any kind relating to an Article that will be considered at Special Town Meeting. To ensure that Town Meeting Members are informed in advance of Annual Town Meeting in a timely manner and have a meaningful opportunity to consider the information, materials must be posted on the town website for review by Town Meeting Members and residents **no later than Thursday May 2, 2024**. We will not have a table at the back of our meeting space with hard copy materials. Between the materials you will receive by mail and the information posted by May 2, you will have a complete set of advance materials.

Consistent with past practice, when we reach an Article at Annual Town Meeting, I will call on the proponents of a Main Motion under an Article to present the basis for the Main Motion to Town Meeting Members. I will seek your unanimous consent to allow a total of no more than 12 minutes for presentation by the proponents and the same amount of time for the delivery of the recommendation of the Finance Committee. As you will recall, this is a reduction from the 15 minutes we allowed prior to

the COVID-19 pandemic. Of course, under special circumstances, the Moderator has the discretion to extend a presenter's time.

The Warrant

The Warrant Committee (the Select Board) has prepared Annual Town Meeting Warrant containing 51 Articles. As always, I may be informed prior to Town Meeting that proponents will not present an Article and I will let Town Meeting know when we open Annual Town Meeting.

Participating in Town Meeting

We will continue the use of standing microphones for remarks from the floor. These will be placed around the seating areas. Members are asked to use the closest microphone if they wish to speak. The Marshal will help direct you to a microphone and if necessary, adjust it for you. If a member cannot walk to or stand at a microphone, they should contact the Town Manager's office in advance for an accommodation at 781-455-7500 extension 0.

Safety Precautions

Please use common sense when attending Annual Town Meeting. If you are ill and could transmit an illness to others, please stay home. If you wish to wear a face mask, feel free to do so.

Conclusion

The pandemic forced us to make some radical changes to our Town Meeting (who can forget those meetings in the Memorial Park parking lot!). But having emerged from the pandemic and based on the success of the procedures described above, please consider these procedures to be our standard approach going forward.

Thank you for your preparation and participation. I hope to see you all at James Hugh Powers Hall on Monday, May 6, 2024.

All the best,

/s/ Michael K Fee

Michael K. Fee

Needham Town Moderator