

## **INSTRUCTIONS FOR USING THE AMENDMENT WORK SHEET:**

### **STEP 1**

- Select the type of amendment you are proposing by placing an "X" in the box located to the left of one of the three amendment options.
  - A** – Striking words and/or striking and substituting words
  - B** – Striking section(s)/paragraph(s) and/or striking and substituting section(s)/paragraph(s)
  - C** – Adding words, sentences, or paragraphs

### **STEP 2**

- To remove or "strike" individual words or sentences from the article, write the entire sentence and cross through all the words that are to be excluded (struck) from the article – use option **A**  
Example: ~~These words will not be included.~~
- To remove or "strike" a paragraph or section in its entirety, identify the number of the paragraph or section and the page on which it is located – use option **B**
- To add words, sentences or phrases, neatly print the language you wish to add and identify the location of where it will be inserted by writing the number of the paragraph or section and the page on which it is located – use option **C**

### **STEP 3**

- Write your name, address, precinct, signature, and date at the bottom of the form.

### **STEP 4**

- Request to be recognized by the Moderator and present this completed, signed form to the Moderator

## **GENERAL RULES**

- It is the motion on the floor, not the article on the Warrant, which is to be amended
- All motions to amend must be presented to the Moderator in writing
- The written motion must be handed to the Moderator before rising to offer the amendment
- The Moderator may refuse to present to the Body an amendment which is not immediately available in writing
- The Moderator may rule a motion to amend out of order if it changes the original motion so drastically that, in the Moderator's opinion, the motion is no longer within the "four corners" of the article
- Town Counsel may be asked to review an amendment and present an opinion on the legality of the amendment
- An amendment may be made to modify either the main motion already on the floor or another amendment that has been previously moved
- A motion to amend requires a majority vote, even though the motion to be amended may require two-thirds or more for final passage

It is strongly recommended as a courtesy to Town Meeting and the Moderator, that all amendments be reviewed by the Moderator, prior to Town Meeting whenever possible. This will be especially strongly suggested for all future Annual and Special Town Meetings. Town Meeting begins by contacting the Moderator via phone or e-mail regarding their intentions. It is highly appreciated to have an amendment at least 24 hours prior to Town Meeting.

Thank you for your cooperation.  
Your efforts will ensure a smooth, expeditious Town Meeting.