

## Traditional Town Meeting

### May Town Meeting

*[Bracketed numbers] denote Revised Statutes Annotated (RSA) citations.*

#### JANUARY 2011

- 10 First day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2011 town meeting. [675:4].

#### FEBRUARY 2011

- 9 Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2011 town meeting. [675:4].

#### MARCH 2011

- 11 Last day to post and publish notice for first hearing on proposed adoption or amendment of zoning ordinance, historic district ordinance or building code if a second hearing is anticipated. [675:3; 675:7].
- 11 Last day for voters to present application to selectmen to call special town meeting prior to 2011 annual meeting. Number of petitioners required depends on size of town. [39:3].
- 11 First day to hold public hearing on bond or note issue over \$100,000. Notice of time, place and subject of hearing must be published at least 7 days before hearing. [33:8-a, I].
- 11 Last day for governing body to vote to extend polling hours at May 10 elections. [659:4-a, IV]. (Reduction of polling hours requires vote of legislative body.)
- 15 Last day to publish notice, in a newspaper of general circulation in the town, of March 22 session for checklist correction. [654:27; 669:5].
- 22 Last day to hold first public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code if a second public hearing is anticipated. [675:3].

- 22 Supervisors must hold session for correction of the checklist from 7 to 7:30 p.m. Change in party registrations may be accepted. (Required on day before opening of candidate filing period.) [669:5].
- 23 First day for candidates in towns with non-partisan official ballot system to file declarations of candidacy with town clerk (period ends April 1). [669:19; 652:20].
- 25 Last day to post and publish notice of final planning board public hearing on proposed adoption or amendment to zoning ordinance, historic district ordinance or building code. [675:3; 675:7].

### **APRIL 2011**

- 1 Last day for party caucus to nominate candidate for town office in towns using partisan system. [669:39].
- 1 Last day for filing declarations of candidacy with town clerk in towns with non-partisan official ballot system. Town clerk's office must be open at least from 3 to 5 p.m. [669:19; 652:20].
- 5 Last day for planning board to hold final public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code. Planning board must also determine final form. [675:3].
- 5 Last day for official copy of final proposal to adopt or amend zoning ordinance, historic district ordinance or building code to be placed on file at the town clerk's office. [675:3, V].
- 5 Last day to finalize collective bargaining agreement "cost items" for submission to annual meeting. [273-A:1, IV; 32:5-a; 32:19-a].
- 5 Last day for 25 or more voters or 2% of the total, whichever is less, but in no case fewer than 10 voters, to petition selectmen to include an article in the warrant. [39:3].
- 8 Last day for giving notice of April 15 public hearing on annual budget. [32:5, I].

- 12 Last day for supervisors to post town meeting checklist in town clerk's office or at town hall with notice of the day, hour and place of session to correct the checklist. Notice must also be published in a newspaper of general circulation in the city or town at least 7 days prior to each session. [654:26–:27; 669:5].
- 15 Last day to hold at least one public hearing on annual budget (can hold additional public hearings earlier or later with 7 days' notice—should schedule at least one public hearing after April 5 to include any petitioned warrant articles). [32:5, I and V].
- 18 Last day for selectmen to publish notice of time, place and subject of public hearing on bond or note issue over \$100,000. [33:8-a, I].
- 18 Last day to post and publish notice of hearing on question of establishing a special revenue fund. [31:95-d, I (b)].
- 20 In budget committee towns, last day for budget committee to submit 2 copies of annual budget to selectmen for them to post with warrant. [32:16, IV].
- 23\* Last day to publish notice, in a newspaper of general circulation in the town, of April 30 session to correct checklist. [654:27].
- 25 Last day to hold public hearing on question of establishing a special revenue fund. [31:95-d, I (b)].
- 25 Last day to hold public hearing on bond or note issue over \$100,000. Notice of time, place and subject of hearing must be published at least 7 days before hearing. [33:8-a, I].
- 25 Last day for selectmen to post warrant and budget at all polling places and at clerk's office or town hall. Warrant shall state place, day and hour of election, hours polls are open, and which items are to be voted on by ballot. [39:5; 31:95; 669:2].
- 26 Last day to notify affected landowners if town meeting warrant contains an article to discontinue a highway. [231:43, II].
- 30\* Supervisors to hold session for correction of checklist at a minimum between 11 and 11:30 a.m. No corrections may be made after session is over until election day, except as provided in RSA 659:12. [654:27–:28; 669:5].

- 30\* Last day for town clerk to accept voter registration applications for town meeting day. (Voters may register on election day for all town, city, school district and village district elections.) [654:8; 654:27].
- 30\* Reports of transfer, reports of death and removal of names are acted upon by supervisors of the checklist. [654:27; 654:36–:37; 654:44].

## **MAY 2011**

- 3 Annual town report with budget must be available by today. [31:95; 41:14].
- 3 Last day to submit zoning ordinance protest petition to require 2/3 vote at town meeting. [675:5].
- 6 Last day for supervisors to post (by midnight) final corrected checklist. [654:28].
- 6 Certification of checklist; 2 copies filed with town clerk. [654:28–:29].
- 10 Town Meeting. Voters may register at the polls on election day. If new tax collector is elected or appointed, selectmen audit accounts and issue a new warrant. [39:1; 669:1; 654:7-a; 41:36].
- 10 Last day for town clerk to accept completed absentee ballots; clerk, or clerk's designee, must be available at least between 3 and 5 p.m. No absentee ballots may be accepted after 5 p.m. [669:29; 657:22; 652:20].
- 13 Last day for any person for whom a vote was cast to apply to town clerk for a recount (to be conducted not earlier than 5 nor later than 10 days after receipt of the application). Town clerk must be available at least between 3 and 5 p.m. to receive application, and must provide at least 3 days' notice of recount date to candidates for that office. [669:30; 652:20].
- 15\* Last day to publish notice of May 17 reconsideration of a May 10 vote on a bond or note issue over \$100,000 (statute requires notice at least 2 days before reconsideration). [33:8-a, IV].
- 16 Selectmen must appoint town treasurer by today if annual meeting fails either to elect one or to vote to authorize the appointment rather than the election of the treasurer. [41:27; 41:26-e].

- 17 Earliest day on which reconsideration of a May 10 vote on a bond or note issue over \$100,000 may take place (statute requires reconsideration at least 7 days after vote to reconsider). [33:8-a, IV].
- 17 Last day for 10 voters of a town to petition clerk to recount ballots on any question printed on official ballot. [40:4-c].
- 20 Town clerk to forward to selectmen and treasurer certified copy of any vote to transfer surplus to capital reserve funds within 10 days of such vote. Surplus must be transferred by treasurer to trustees of trust funds immediately after receipt of order of selectmen. [35:11].
- 20 Last day for candidates for town office to remove political advertising. [664:1; 664:17].
- 30 Town clerk must report names and addresses of all town officers to commissioner of revenue administration after annual election. There is an ongoing duty to report changes as they occur. [41:19; Rule Rev. 1707.12 (a)].
- 30 Minutes and various reports must be filed with the Department of Revenue Administration within 20 days after the close of town meeting. [21-J:34].

## **JUNE 2011**

- 2 Town clerk to send 2 copies of town report to State Library and 1 copy of town report to UNH Library. [41:22; 201-A:18]. (If you want to be included in the annual report contest, send a copy to LGC, too.)
- 9 Within 30 days after town meeting, town clerk to report on town library to assistant state librarian. [41:20].
- 9 Appointed municipal budget committee members must be named within 30 days of town meeting. [32:15, II].

## **JULY 2011**

- 9\* Ballots and absentee voting materials for election of town officers at town meeting may be destroyed. [657:16; 657:22; 659:100; 659:101; 669:25].

**JANUARY 2012**

- 9 First day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at 2012 town meeting. [675:4].

**FEBRUARY 2012**

- 8 Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at 2012 town meeting. [675:4].

*\* Date falls on a Saturday, Sunday or legal holiday. "If a statute specifies a date for filing documents or paying fees and the specified date falls on a Saturday, Sunday, or legal holiday, the document or fee shall be deemed timely filed if it is received by the next business day." RSA 21:35, II. Certain actions are required to occur on a Saturday. Please check the text of the applicable statute to determine whether the action may be delayed to another day.*