



DLS

DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Division of Local Services Gateway

Quick Tips Series – Clerks

Entering Election and Town Meeting Dates in DLS Gateway

<https://dlsgateway.dor.state.ma.us/gateway/Login>

[Support: DLSGateway@dor.state.ma.us](mailto:DLSGateway@dor.state.ma.us)

- Local Official Directory
 - Search
 - Edit Jurisdiction
 - Add/Edit Department
 - Add/Edit Person/Position
- Elections and Meetings
 - Election and Meeting Dates**
- Election Reports
 - Election Results Form
 - Voter Count Form
- Assessor Management
 - Assessor Certification
 - Directory Help

Directory

Election and Town Meeting Dates

HAWLEY - 129

Jurisdiction

Election Dates

<input type="checkbox"/>	Election Date (mm/dd/yyyy)
<input type="checkbox"/>	05/04/2015
<input type="checkbox"/>	05/07/2018
<input type="checkbox"/>	05/06/2019
<input type="checkbox"/>	06/01/2020
<input type="checkbox"/>	05/03/2021

Town Meeting Dates

<input type="checkbox"/>	Meeting Date (mm/dd/yyyy)	Meeting Type
<input type="checkbox"/>	05/11/2015	Annual ▾
<input type="checkbox"/>	05/14/2018	Annual ▾
<input type="checkbox"/>	06/08/2020	Annual ▾
<input type="checkbox"/>	05/10/2021	Annual ▾

Entering Election & Town Meeting Dates

1

Adding a new date

To add either an election or a town meeting date, click the Add New Date button. This opens a new, blank row under the existing dates.

Enter the new date in the blank box using MM/DD/YYYY format, then click the Save button.

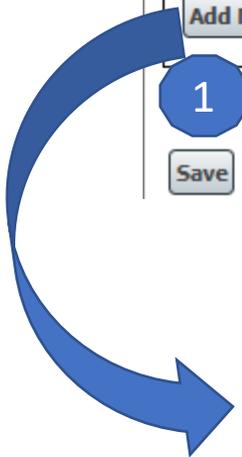
2

Why election dates have a white or green background

- Dates with a white background can be changed
- Dates with a green background cannot be changed

An election date can be modified if no Directory records are tied to that date. Once an official's Directory record uses an election date, the date is locked and cannot be modified.

If an error is discovered in an election date and that date appears in one or more officials' records, you must remove that data from the officials' records before correcting the election date.



1

Election Dates

<input type="checkbox"/>	Election Date (mm/dd/yyyy)
<input type="checkbox"/>	05/04/2015
<input type="checkbox"/>	05/07/2018
<input type="checkbox"/>	05/06/2019
<input type="checkbox"/>	06/01/2020
<input type="checkbox"/>	05/03/2021
<input type="checkbox"/>	<input type="text"/>

1

Election Dates

<input type="checkbox"/>	Election Date (mm/dd/yyyy)
<input type="checkbox"/>	05/04/2015
<input type="checkbox"/>	05/07/2018
<input type="checkbox"/>	05/06/2019
<input type="checkbox"/>	06/01/2020
<input type="checkbox"/>	05/03/2021
<input type="checkbox"/>	05/02/2022

2

Elected / Term Information

Elected / Appointed Info Elected Appointed

Election Date ▾

Appointed Date

Term Expires On Date



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Town Meeting Dates

<input type="checkbox"/>	Meeting Date (mm/dd/yyyy)	Meeting Type
<input type="checkbox"/>	05/11/2015	Annual ▼
<input type="checkbox"/>	05/14/2018	Annual ▼
<input type="checkbox"/>	06/08/2020	Annual ▼
<input type="checkbox"/>	05/10/2021	Annual ▼
<input type="checkbox"/>		Annual ▼

3

Entering Election & Town Meeting Dates

3

About Town Meeting dates

When adding Town Meeting dates, select a meeting type (Annual or Special) from the drop-down list.

Enter a new date in the blank box using MM/DD/YYYY format, then click the Save button.

4

If your community held both an annual and a special town meeting on the same day, use one row for each type. The system will accept two rows with the same meeting date if they are different meeting types.

Town Meeting Dates

<input type="checkbox"/>	Meeting Date (mm/dd/yyyy)	Meeting Type
<input type="checkbox"/>	05/11/2015	Annual ▼
<input type="checkbox"/>	05/14/2018	Annual ▼
<input type="checkbox"/>	06/08/2020	Annual ▼
<input type="checkbox"/>	05/10/2021	Annual ▼
<input type="checkbox"/>	05/10/2021	Special ▼

4

Election dates cannot be duplicated. If you try to save an election date that already exists, Gateway will save only one row.

 DIR_034 | Duplicate dates were removed and not saved.

Election Dates

<input checked="" type="checkbox"/>	Election Date (mm/dd/yyyy)
<input type="checkbox"/>	05/04/2015
<input type="checkbox"/>	05/07/2018
<input type="checkbox"/>	05/06/2019
<input type="checkbox"/>	06/01/2020
<input type="checkbox"/>	05/03/2021
<input checked="" type="checkbox"/>	05/02/2022

5

5

Deleting dates

Because Town Meeting dates are not currently used in other parts of Gateway, you can delete any saved meeting date in the grid. Click the selection box to the left of the date, then click the Delete Selected button.

You can select and delete more than one date.

Town Meeting Dates

<input type="checkbox"/>	Meeting Date (mm/dd/yyyy)	Meeting Type
<input type="checkbox"/>	05/11/2015	Annual ▼
<input type="checkbox"/>	05/14/2018	Annual ▼
<input type="checkbox"/>	06/08/2020	Annual ▼
<input type="checkbox"/>	05/10/2021	Annual ▼
<input checked="" type="checkbox"/>	05/10/2021	Special ▼

An election date can be deleted if no Directory records are tied to that date; these records appear with a white background. Once an official's Directory record uses an election date, the date is locked and cannot be modified. Locked dates have a green background, and do not have a selection box available.

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Directory

Election Report For City Town Clerk

HAWLEY - 129

Jurisdiction

Select Election Date

- 5/2/2022
- 5/3/2021
- 6/1/2020
- 5/6/2019
- 5/7/2018
- 5/4/2015

Directory

Voter Count Form

HAWLEY - 129

Jurisdiction

THE COMMONWEALTH OF MASSACHUSETTS

William Francis Galvin
Secretary of Commonwealth
One Ashburton Place, Boston, Massachusetts 02108-01512

VOTER COUNT DATA

HAWLEY, MASSACHUSETTS

In accordance with the General Laws, I certify that at the close of registration on the date below the number of registered voters was as follows:

Date of close of registration Date of Election

City or Town Clerk or Election Commissioner

Delete	Ward	Precinct	Number Of Registered Voters	Voted
<input type="checkbox"/>			0	0
<input type="checkbox"/>			0	0
<input type="checkbox"/>			0	0
<input type="checkbox"/>			0	0
<input type="checkbox"/>			0	0
<input type="checkbox"/>			0	0
<input type="checkbox"/>			0	0
<input type="checkbox"/>			0	0
<input type="checkbox"/>			0	0
<input type="checkbox"/>			0	0
<input type="checkbox"/>			0	0
<input type="checkbox"/>			0	0
<input type="checkbox"/>			0	0
<input type="checkbox"/>			0	0
<input type="checkbox"/>			0	0

Elected / Term Information

Elected / Appointed Info Elected Appointed

Election Date

Appointed Date

Term Expires On Date

Entering Election & Town Meeting Dates



Where are election dates used?

Election dates are used by several forms in DLS Gateway's Directory module:

- The Election Report form
- The Voter Count form
- In the Person/Position record for each elected official

Election dates are particularly important for elected officials in the Assessor department. Members of the Board of Assessors are required by statute to pass an educational program provided by the Department of Revenue within two years of election or appointment. The Division of Local Services will provide support and reminder notifications to assessors within this two-year grace period.

For assistance with entering or maintaining dates, contact DLS Gateway Support: DLSGateway@dor.state.ma.us

DLS Gateway Support staff can assist you with any questions or issues related to the Directory module.