

FORM 4

Town: _____
Date Town Meeting Convened: _____

Form 4 - Town Meeting Certification

Complete and sign the following.

1. Quorum

Indicate number. Please write "0" if the town has no quorum requirement.

A quorum was present at the town meeting, including any adjourned sessions thereof. According to our town charter or by-law, our quorum requirement for town meeting is _____ registered voters.

2. Service of the Warrant

Please check one.

The service of the town meeting warrant was in accordance with:

- ☐ a town by-law
- ☐ a previous vote of the town
- ☐ a procedure accepted by the Attorney General

3. Signing of the Warrant [*certified copy of relevant Warrant pages must be attached*]

Date the Board of Selectmen signed the Town Meeting Warrant: _____

4. Posting of the Warrant

Date the Town Meeting Warrant was posted: _____

(The warrant must be posted at least 7 days prior to an annual town meeting and at least 14 days prior to a special town meeting)

5. Attachments

Before submission, ensure that you have attached both of the following:

- A **certified** copy of the **relevant pages of the Town Meeting warrant**, as it was posted. (Attachments must include: opening of the warrant, all pages of the warrant article(s) submitted for review, the closing, the Board of Selectmen's signature page and the officer's return of service page.
- We require a certified copy of the **text referred to**, but not set forth in the text of the warrant articles (example: if the warrant refers to an Attachment, text in an Appendix, or text located elsewhere, such as in the town clerk's office or the office of the planning board). In this instance, it will be necessary for you to send us a **copy of the text referred to, or a copy of what is on file and available for inspection**. Otherwise, we will not know the actual text of the by-law that the warrant article proposes.

Note: It is not necessary to submit any documents other than those requested in the required Forms. For example, you do not need to submit Finance Committee reports, minutes, annotated warrant articles, Planning Board Hearing minutes, or Planning Board Hearing sign-in sheet.

Certification

I certify the above declaration to be true and correct to the best of my knowledge.

Signature of Town Clerk Printed Name of Town Clerk Date Signed