

# FORM 2

Town: \_\_\_\_\_

Date Town Meeting Convened: \_\_\_\_\_

## Form 2 - Town Meeting Action

Please provide the following:

☐ **Submission #1, EXISTING BY-LAW.**

**One (1)** certified copy of the **entire main section** of the existing by-law within which each proposed amendment occurs. This requirement is very important because without the **full text** of the entire main section of the existing by-law being amended we will be unable to ascertain the full meaning of the proposed changes in context. By-law amendments include even minor technical changes in current by-laws, amendments to tables showing uses permitted in different zoning districts, and amendments which re-codify, reorganize or renumber existing by-laws previously approved by the Attorney General.

Note: if the Town's by-laws are available on the Internet, you may direct us to the website location rather than including a copy of the existing by-law being amended.

Existing by-law(s) may be found online at: \_\_\_\_\_

☐ **Submission #2, TOWN MEETING ACTION.**

**One (1)** certified copy of the main motion, or amended main motion voted by town meeting, **with the date, article number, name of Town and votes thereon**. Because not all seals will show up when scanned and emailed, we request that you certify with "A true copy attest" language and your signature. Also, please include a copy of each floor amendment **favorably** acted upon by Town Meeting. We do not need copies of floor amendments that were unfavorably acted upon by Town Meeting.

☐ **Submission #3, FINAL VERSION OF BY-LAW AS AMENDED.**

**One (1)** certified copy of the by-law (Submission #1) **as amended** by town meeting (Submission #2).

For any vote requiring a **simple majority** it will be sufficient to certify that the moderator declared that the motion carried. Where the vote was unanimous, it will be sufficient to certify that the moderator declared that the motion carried unanimously.

For any vote requiring **more than a simple majority** and where the vote was **not unanimous** an **actual vote count** must be taken. Zoning by-laws and historic district by-laws require a two-thirds vote.

However, if the town has either **(a) by vote of this** town meeting, or **(b)** in a previously adopted **general by-law**, voted that a counted vote need not be taken and that the Moderator may **declare** that a 2/3ds vote has been achieved, then such declaration of the Moderator will be sufficient [see G.L. c. 39, § 15] (*select below*):

☐ If by (a), then please **attach** a certified copy of the Town Meeting action from this Town Meeting showing the vote to dispense with a counted vote.

☐ If by (b), then please provide the following:

The date on which it was adopted by town meeting:

Date: \_\_\_\_\_

The date it was approved by the Attorney General's Office:

Date: \_\_\_\_\_