

## Truro Town Meeting Amendment Information, Worksheet and Form

Please read the information on amendments. Then use the worksheet on the other side to help craft your amendment. You can use this form to submit your amendment to the Moderator or you can put it on a separate piece of paper.

If a voter wishes to change a motion in some fashion, the procedure is to amend the motion. An amendment may consist of adding, deleting, or substituting words or numbers in the motion. All amendments must be in writing and must state exactly how the voter wishes to change the motion. This is necessary so that the Moderator, in consultation with Town Counsel and the Town Clerk, can determine whether the amendment is in proper form and is within scope of the Article. The amendment needs to stay within what is often referred to as “the four corners” of the article. In general, what this means is that the amendment cannot propose an expansion of the activities or policies or financial costs of the original article. An amendment that reduces or limits the scope is most often, but not always, allowable.

### SUMMARY:

- All motions and amendments to motions need to be in writing. Motions or amendments offered on the floor that are not presented in writing will be rejected.
- Offering the motion at Town Meeting:
  - Once the main motion has been introduced, proceed to a microphone to be recognized.
  - Once recognized, indicate that you would like to offer an amendment and read it out loud. A second will be called for.
  - If you haven’t done so in advance, present the written amendment to the Moderator who will review it along with Town Counsel and the Town Clerk to make sure it is in proper form and within scope of the Article.
  - The Moderator will announce the determination and if the amendment is within scope debate will begin on the offered amendment.
  - If the Moderator determines that the amendment is not within scope of the article or in proper form the amendment will be rejected and not considered.
- If possible and strongly recommended, please submit your proposed amendments prior to Town Meeting. This will allow the Moderator, Town Clerk and Town Counsel the opportunity to review it in advance and determine legality and scope. This will save time and ensure that amendments made on the floor of Town Meeting are in proper form and scope. **This is encouraged but not required.**
- It is also strongly recommended that the Moderator be made aware of the intention to present a motion to amend or other motions well before the start of Town Meeting. This will help the Moderator, Town Counsel, and Town staff prepare appropriately and more fully for the meeting.

If you have questions or require assistance, please do not hesitate to reach out to the Moderator via email – [moderator@truro-ma.gov](mailto:moderator@truro-ma.gov).

**Instructions:**

- Neatly print all information and fill in the identification at the bottom of the form.
- If you transcribe your amendment to another document, please be sure to include your name, address and contact information.
- If possible, please submit your amendment prior to the meeting to [moderator@truro-ma.gov](mailto:moderator@truro-ma.gov). **This is recommended but not required.**

**General Guidance: There are always exceptions to these guidelines. But they do apply in most cases.**

- When amending a motion you can:
  - delete, substitute or add completely new language – words, sentences and paragraphs.
  - change dollar amounts but most often only to decrease them.
- When amending a motion, you can't:
  - increase the scope so that it exceeds the parameters established in the Article.
  - Increase dollar amounts.
  - add a new expenditure.

**Please fill in the following information.**

I move to amend Article #\_\_\_\_\_.

**Please write out your amendment in full here. This is what you will offer when recognized and then submit to the Moderator.**

**Name:**

**Street Address:**

**Contact Info (email or phone):**