

Guidelines for Speaking and Voting at Town Meeting

To Speak from the Floor

You must be a registered voter
Go to one of the standing microphones*
State your name and street address
Wait for the Moderator to recognize you
Limit your comments/question to 2 minutes
Keep within the scope of the main motion or amendment
Do not repeat a point that has already been made.

**If necessary someone will bring a roving microphone to you.*

Definitions

Main Motion. Motions are listed in the Warrant Booklet and on the Salmon Colored sheets on the tables in the hall. The Meeting will consider and vote on them.

Motion to Amend. Must be within the scope of the main motion. The wording will be displayed on the screen at the front of the auditorium. The motion must be seconded. The meeting will discuss and vote on the amendment before returning to the main motion, amended or not.

Exception and Point of Order. You may address the Moderator from your seat without being recognized. Point of order is limited to one of the following challenges of the speaker:

Is the speaker entitled to speak?

Is the speaker inappropriate?

Is the pending action contrary to proper procedure?

Move the Previous Question. A speaker at the microphone may “move the question” which means to cut off debate and vote. The speaker may not make a comment first. The motion will take the meeting directly to a vote on the main motion if passed by **2/3** of the voters. The Moderator has the discretion to delay the vote and continue the discussion on the main motion.

Voting. Generally, the Moderator will first call for a voice vote. If the result is not clear the Moderator will call for a second vote using one of the voting options provided in Lincoln bylaws. The Moderator will announce the vote.

Motion to Dissolve or Adjourn. The Moderator will ask for a Motion to Dissolve to end the meeting. If a second session is required to finish the meeting business, the Moderator will ask for a Motion to Adjourn. These motions will be voted upon and seconded by the meeting participants.