



# TOWN OF STOUGHTON

## OFFICE OF THE TOWN MANAGER

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### Special Town Meeting 2025 Calendar Timeline - **DRAFT**

Date	Event	Delivered By	Received By	Owner	Source of Due Date	Rule
8/11/2025	Department Heads present Articles to Town Manager	Department Heads	Town Manager	Town Manager	Town Manager Directive	General overview, narrative and supporting documentation needed.
8/19/2025	Town Manager Presents Proposed Articles to Select Board	Town Manager	Select board	Town Manager	Town Manager Directive	There is no rule when this date is set for a STM. The warrant for Special Town Meeting will remain open for at least seven days from the call of the meeting.
9/8/2025	Warrant opens for Selectboard (earliest date for 10/27 meeting, this is a Monday)	Select board	Select board	Select Board Chair	Select board	There is no rule when this date is set for a STM. The warrant for Special Town Meeting will remain open for at least seven days from the call of the meeting.
9/15/2025	Warrant closes for Select board, this is a Monday (earliest date for 10/27 meeting is 9/15)	Select board	Select board	Select Board Chair	Town Charter §C7-1 (variable date)	The warrant for Special Town Meeting will remain open for at least seven days from the call of the meeting. At least 42 days must pass between the close of the warrant for Special Town Meeting and the holding of such meetings.

9/17/2025	Forward copies of warrant articles	Select board	Finance Committee	Select Board Chair	Bylaws §47-2 (variable date)	After each article has been accepted for inclusion in the warrant, whether by petition or at the request at the Selectmen, copies shall be forwarded within two working days to the Committee of Finance and Taxation and the Rules Committee.
9/17/2025	Forward copies of warrant articles	Select board	Rules Committee	Select Board Chair	Bylaws §47-2 (variable date)	After each article has been accepted for inclusion in the warrant, whether by petition or at the request at the Selectmen, copies shall be forwarded within two working days to the Committee of Finance and Taxation and the Rules Committee.
10/13/2025	Distribution of Special Town Meeting Warrant	Finance Committee	Town Meeting Representatives	FinCom Chair	Town Charter §C7-14(B)(1) (variable date)	The Committee shall distribute a report to each of the Town Meeting Representatives at least fourteen days in advance of a Town Meeting.
10/20/2025	Notification of Special Town Meeting	Town Clerk	Town Meeting Representatives	Town Clerk	Town Charter §C7-10 (variable date)	All Town Meetings shall be public. The Town Clerk shall notify the Town Meeting Representatives of the time and place at which the Representative Town Meetings are to be held and shall send the notices by mail at least seven days before the meeting.
10/20/2025	Notice to appear at Special Town Meeting	Town Moderator	Town officials and employees	Moderator	Town Charter §C7-16 (variable date)	No less than seven days' notice to appear shall be given to any person required to appear before the Town Meeting.
10/27/2025	First Day of Special Town Meeting	Town Moderator	Town Meeting Representatives	Moderator	Town Charter §C7-1 (variable date)	As determined by the Select Board but at least 42 days must pass between the close of the warrant for Special Town Meeting and the holding of such meetings.
10/29/2025	Second Day of Special Town Meeting, if needed	Town Moderator	Town Meeting Representatives	Moderator	Town Charter §C7-1 (variable date)	Date is set as placeholder if needed