

**TOWN OF ANDOVER: PETITION TO CALL SPECIAL TOWN MEETING**

PRELIMINARY ARTICLE NO. \_\_\_\_\_  
(Town Clerk will provide)

FINAL ARTICLE NO. \_\_\_\_\_  
(Town Clerk will provide)

TYPE OF ARTICLE: Town By-Law \_\_\_\_\_ Zoning By-Law \_\_\_\_\_ Conservation \_\_\_\_\_  
Statute Acceptance \_\_\_\_\_ Street Acceptance \_\_\_\_\_

Subject Matter: \_\_\_\_\_

(Check one) **Financial** \_\_\_\_\_ **Non-Financial** \_\_\_\_\_

**Contact Information**

**PETITIONER Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

*E-Mail address* \_\_\_\_\_ **Tel #** \_\_\_\_\_

**SPEAKER Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

(If different from above)

*E-mail Address* \_\_\_\_\_ **Tel #** \_\_\_\_\_

**WE, THE UNDERSIGNED REGISTERED VOTERS OF THE TOWN OF ANDOVER HEREBY PETITION THE BOARD OF SELECTMEN TO CALL A SPECIAL TOWN MEETING AND TO INCLUDE IN THE WARRANT FOR SAID MEETING THE FOLLOWING ARTICLE(S):**

**TWO HUNDRED (200) CERTIFIED SIGNATURES** OF REGISTERED VOTERS (signed as registered) WITH THEIR RESIDENCE, STREET AND NUMBER, ARE REQUIRED TO CALL A SPECIAL TOWN MEETING (See MGL Chapter 39 Section 10). SIGNATURES MUST APPEAR ON THE SAME SHEET AS THE BODY OF THE ARTICLE IN ORDER TO BE CERTIFIED. (Make copies of the sheets.)

**ARTICLE(S) (To be filled in by the petitioner. If space is insufficient on this page for the entire text of the article(s), attach additional page(s) of text to each petition form before signatures are gathered. Do not attach separate signature pages. All signatures to be certified must be on a petition form):**

**WE, THE UNDERSIGNED REGISTERED VOTERS OF THE TOWN OF ANDOVER, RESPECTFULLY REQUEST THE BOARD OF SELECTMEN CALL A SPECIAL TOWN MEETING AND THAT THE PRECEEDING ARTICLE(S) BE INSERTED IN THE WARRANT FOR SUCH MEETING:**

**READ THE PETITION ON THE OPPOSITE SIDE OF THIS PAPER AND ANY ATTACHED PAGES BEFORE SIGNING BELOW.  
PLEASE SIGN YOUR NAME AS IT APPEARS ON THE VOTER LIST AND CLEARLY PRINT YOUR ADDRESS WITH STREET & NUMBER.**

NAME

ADDRESS

1		
2		
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**Certification of Names:**

**We certify that \_\_\_\_\_  
signatures checked above  
are the names of voters of  
the Town of Andover**

**Registrars of Voters of the Town of Andover**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:**

## INSTRUCTIONS

### TOWN OF ANDOVER: PETITION TO CALL SPECIAL TOWN MEETING

1. This petition form is intended for use to petition the Selectmen to call a Special Town Meeting. It is not intended for use to place an article on the Warrant for a scheduled Special Town Meeting or to place an Article on the Warrant for the Annual Town Meeting. To petition to place an article on the Warrant for a scheduled Special Town Meeting use the petition form entitled “Town of Andover: Special Town Meeting Private Warrant Article”; to place an Article on the Warrant for the Annual Town Meeting use the form entitled “Town of Andover: Annual Town Meeting Private Warrant Article”. The required minimum number of signatures is different for each type of petition.
2. Petitioners are encouraged to contact the Town Clerk’s Office to review and discuss the petition before signatures are collected. Town Clerk Larry Murphy can be contacted by e-mail at [lmurphy@andoverma.gov](mailto:lmurphy@andoverma.gov) or by phone at 978-623-8259.
3. If printing the form from the web site, print the form double sided so that the signatures lines are on the back side of the petition. This is to demonstrate that the persons signing the petition had the opportunity to review the petition. Separate signature pages, even if stapled to the petition, are prohibited: see the Andover Code of Bylaws Article II, Section 12.
4. Leave the Preliminary Article No. and Final Article No. blank. These are for administrative use and will not be assigned until after the petition has been filed and the signatures certified.
5. Complete the contact information for the Petitioner. This is important so we can contact you in preparation for the Town Meeting. It is assumed, but not required, that the Petitioner will be presenting the motion(s) at Town Meeting. If there is more than one Petitioner you may notify us by side letter. The failure to list the name of a Petitioner on the petition will not affect anyone’s right to speak at Town Meeting.
6. Complete the contact information for the Speaker, if known. This information is very helpful, particularly to the Moderator. Failing to provide this information will not affect anyone’s right to speak at Town Meeting. If you anticipate more than one speaker, you may advise us by side letter.
7. Use as many petition forms as needed to gather the necessary number of signatures. The signatures must be those of registered voters of the Town of Andover with their current residence of record for voting purposes, including street and number. A petition may be filed with one or more signatures; there is no requirement that all the signature lines be completed on each petition.
8. Often we cannot certify all the signatures on a petition. This happens for a variety of reasons; for example the individual is not a registered voter, the signature or the address is illegible or the individual has moved and not notified us of his/her new address. For this reason we recommend that you submit more than the minimum number of signatures required.
9. The signatures of TWO HUNDRED (200) registered voters with their residence, street and number, are required to call a Special Town Meeting.

**10. We strongly encourage Petitioners to contact the Moderator and the Town Clerk before Town Meeting to discuss the article, presenters, speakers, motion(s) and Town Meeting procedures.**

ANDOVER CODE OF BYLAWS  
ARTICLE II, SECTION 12

12. All petitions to call a Special Town Meeting or to insert a subject in the Warrant for any Annual or Special Town Meeting shall be submitted on a form meeting the following requirements:

- (a) The subject to be inserted in the Warrant shall be prepared by the petitioner(s) and shall appear on the front page of each petition. If space is insufficient the text shall begin on the front page of each petition and be continued on additional pages to be attached to each petition before signatures are gathered.
- (b) Each petition shall include boxes for the gathering of signatures, with residence, street and number, of registered voters of the Town of Andover on the front and/or the back of the petition. Separate signature pages shall not be accepted for filing, nor shall they be stapled or otherwise attached to a petition. All signatures submitted for certification must appear on the petition with the text of the subject to be inserted in the Warrant. The petitioner(s) may submit as many petitions as necessary to meet the required number of signatures.
- (c) The Town Clerk shall prepare and make available to the public petition forms meeting the minimum requirements of this bylaw.