



**Town of Arlington
Legal Department**

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MEMORANDUM

To: Board of Selectmen
John Leone, Moderator

Cc: Adam Chapdelaine, Town Manager

From: Douglas W. Heim, Town Counsel

Date: April 7, 2016

Re: **Final Vote and Comment for Annual Town Meeting Warrant Article No. 23**

I write to provide the Board of Selectmen a draft "Final Vote and Comment" for Article 23 in advance of the Board's April 11, 2016 Meeting.

ARTICLE 23

**BYLAW AMENDMENT/ELECTRONIC DISTRIBUTION
OF NOTICES AND MATERIALS**

VOTED: *That Title I, Article be and hereby is amended by adding section 12 "Electronic Distribution of Town Meeting Notices and Materials" to read in pertinent part as follows:*

ARTICLE 1: TOWN MEETINGS

Section 12. Electronic Distribution of Town Meeting Notices and Materials

Town Meeting Members may, by written confirmation, elect to receive electronic copies of annual and special town meeting warrants, reports of Town Boards, Committees, and Commissions, including the reports of the Board of Selectmen, the Finance Committee, the Capital Planning Committee, and the Arlington Redevelopment Board, as well as all other Town Meeting materials, including motions.

The timing of electronic distribution shall be made consistent with all local and state requirements for notice and distribution by paper copy. Compliance with this section shall constitute full legal notice of any Town Meeting or Election.

Written confirmation under this section shall require provision of a valid electronic mail address to the Town Clerk. Town Meeting Members may opt out of electronic distribution at any time by written notice to the Town Clerk.

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COMMENT: The purpose of this article is to explicitly provide for the electronic distribution of Town Meeting materials to those members who wish to receive them in such fashion. The Board of Selectmen supports this measure as a means of efficiently providing members with warrants, reports, substitute motions, and other materials while also reducing costs and decreasing waste. It must be stressed that the proposed bylaw would only authorize distribution of electronic copies to Town Meeting members and officials who opt-in to receive their materials electronically. All other Town Meeting members would continue to receive paper copies.