
TIME GUIDELINES

Boxborough Town Meeting

General Reports

As a matter of policy, in Boxborough there are no general reports to Town Meeting, except for the Annual Town Meeting in May, unless there are extraordinary circumstances that:

- ☆ **Cannot be covered at another meeting, e.g., Select Board**
- ☆ **Not already covered in the Warrant**
- ☆ **Not capable of being covered by a handout**

Annual Town Meeting Reports should adhere to the following time limits:

- ☆ **Finance Committee (under budget article) - 15 minutes**
- ☆ **Boxborough Select Board & School Committee - 10 minutes**
- ☆ **All other reports - 5 minutes**

There will be no question and answer period after general reports.

Presentations under Warrant Articles

Except in very complex situations, the one presentation relating to a warrant article should be done by one person and limited to 10 minutes (preferably less).

- ☆ Include a summary in the warrant when you submit it with relevant details.
- ☆ If needed, handouts can be placed on tables at the rear of the hall.
- ☆ Presentations should summarize the main points. See *Presentation Guidelines*.
- ☆ Please prepare PowerPoint presentations in the standard (4:3) size.
- ☆ All presentations will be run from the same computer at the front of the room.
- ☆ Submit an electronic (.pptx) file of all presentations along with the name of the individual presenting to the Town Administrator's Administrative Assistant by the due date.

Comments, Questions, & Recommendations under Articles

Comments and questions from the floor on warrant articles, including recommendations by Town Boards and amendments, should be limited to no more than 3 minutes per speaker. Speakers can comment more than once if debate continues.