
HANDOUT AND SALES POLICY

Boxborough Town Meeting

Handouts at Town Meeting

- Individuals or groups may display handout material subject to the following guidelines.
- There will be two or more unstaffed tables at the back of the meeting room for handout material.
- Handouts may include printed material no larger than 8.5" x 11" printed paper, or a similarly sized display stand with QR code, or other informational display limited to an 8.5" x 11" footprint.
- Some space will be reserved for "official" Town Meeting material from Town boards/committees/etc.
- A limit on the number and/or quantity of handout material may be imposed based on the available table space. Available space is not guaranteed.
- Handout material may include items relating directly to the business contained in the Town Meeting warrant.
- Based on advice from Town Counsel, handout material on the tables (or anywhere in the building) may not include political or candidate information, or handouts relating to an override. Handouts concerning politics, election, or an override ballot shall be distributed outside the building.
- The sponsoring individual or groups are responsible for producing and placing their handout materials.
- Handout advertising "for-profit" groups will not be allowed.

Handout Authorization

- Handouts will be authorized if they relate directly to the business of Town Meeting, and/or are issued by a Town government body and/or are issued by a local non-profit organization. The name of the sponsoring person or organization must be listed on the handout.
- Handouts must be submitted to the Town Moderator, the Town Administrator, or the Town Clerk for approval prior to Town Meeting.
- The Chairs of any elected Board may also authorize a handout if the content is under the purview of their respective Board. Chairs must alert the Town Administrator, Town Clerk, Assistant Town Administrator, Town Department Assistant, and Town Moderator of any handouts that have been authorized.

Staffed Refreshment Table

- Due to space considerations, the only staffed table in the meeting room will be for the one Town board, committee, commission, or non-profit organization allowed to sell refreshments inside the hall.
- This table will be assigned on a rotating basis to groups expressing interest in serving refreshments.
- This organization will be allowed to serve and/or sell refreshments and to have general material relating to the organization on the table. Handouts relating to issues coming before Town Meeting will not be allowed at the refreshment table.