Southborough Town Meeting
Amendment Work Sheet

Select one of the shaded sections by marking the box.
Please print neatly and cross through all words that do not apply.

☐ **I move to amend the** {main motion | amendment}

by striking the words_____

_____

_____

and by substituting the words_____

_____

_____

_____

☐ **I move to amend the** {main motion | amendment}

by striking in its entirety {Section | Paragraph} #_____

and by substituting in its place the following: {Section | Paragraph} # _____

_____

_____

_____

_____

_____

☐ **I move to amend the** {main motion | amendment}

by adding the following {words | sentence | paragraph}_____

_____

_____

_____

after the words_____

_____

_____

Name (printed):_____ Signature: _____
Street: _____ Date: _____

See instructions and information on reverse

Continuation

_____

_____

_____

_____

_____

Instructions for using this form:

- Neatly print all information.
- Select the shaded section to be used by marking the check box.
- In the selected section, cross through all words that are not to be part of the amendment.
- Fill in the identification information and signature at the bottom of the form.
- Request to be recognized by the Moderator and then move the amendment by reading the completed form.
- Present the completed and signed form to the Moderator.

Amendments

If a voter wished to change a motion in some fashion, the procedure is to amend the motion. All motions to amend must be in writing and must state exactly how the voter wishes to change the motion so that the Moderator can know exactly what it is the voter wants to do before ruling on the motion or putting it to a vote. A voter who wishes to amend a *main motion* must have the amendment in writing and available to hand to the Moderator *before* rising to offer the amendment. The Moderator may refuse to put to the Meeting an amendment which is not immediately available in writing – the Moderator also will rule out of order an motion to amend which changes the original motion so drastically that, in the Moderator's opinion, the motion is no longer within the "four corners" of the article.

An amendment may consist of adding, deleting, or substituting words in the motion. It may take the form of a "motion to substitute": a different motion. Sometimes a speaker tries to amend "the article," but this is improper language. It is the motion on the floor, not the article on the Warrant, that is to be amended.

A motion to amend requires only a majority vote, even though the motion to be amended may require two-thirds or more for final passage.

General Information:

- An amendment may be made to modify either the main motion already on the floor or another amendment that has been previously moved.
- All motions to amend must be presented to the Moderator in writing.
- All amendment must keep the amended motion within the general scope of the originally posted warrant article. This is referred to as "within the four corners" of the article.
- Town counsel may be asked to review an amendment and present an opinion on the legality of the amendment prior to being accepted by the Moderator for consideration by town meeting.
- Amendments should (if possible) be carefully written and reviewed prior to town meeting.
- **It is strongly recommended that the Moderator be made aware of the intention to present an amendment well before the start of Town Meeting or as soon as possible within Town Meeting.**
- Two copies of the amendment must be submitted to the moderator.