



Town of Ayer
Office of the Town Moderator

Ayer Town Meeting and Special Town Meeting
Guidelines for Information Distribution and Solicitation

Guidelines to distribute information or solicit attendees at Ayer's Town and Special Town Meetings

Warrant Article Related - Town Information:

Information germane to the meeting, or that is pertinent to an article on the warrant will have a table located near the check-in tables.

Examples of these materials include, but are not limited to:

- Annual Town Budget Book, Annual Town Report
- Background Information for articles on the Warrant

Non-Warrant Article Information:

Information: A table may be made available, by the Town, inside the doors to the venue, before the check-in tables for information that individuals or groups would like to distribute to the meeting attendees the Town of Ayer.

Solicitation: No Solicitation may take place inside the venue. Groups who would like to solicit signatures or engage with attendees may do so outside the main doors to the venue.

For example, there are times when individuals are gathering signatures for ballot questions or candidate nominations or seek to enroll people, these activities are fine outside of the building.

- All solicitation of attendees outside of the building will stop when the meeting is called to order
- Any solicitation needs to be accomplished in such a way that attendees do not feel as if their path to the meeting is hindered
- Groups may have up to two (2) designates to solicit outside the doors of the venue

All materials proposed for distribution on the information table need to be submitted in final format to The Moderator for acceptance at least seven (7) days prior to the meeting. *Material submissions must be dated and include the name and contact information of the person submitting the materials, along with the names of any individuals who will engage in solicitation outside the building.*

To submit materials:

- Electronically: Please email to gtillotson@ayer.ma.us
- By Hand: Please drop off a copy of the proposed materials at Town Hall, Clerks Office.