

*Tentative Town Meeting Guide*  
**TIMELINE FOR TOWN MEETING 2021**

- Dec 3, 2020 At a properly warned Danville Select Board meeting, the Board voted to utilize Australian Ballot for all articles on the Warning for the 2021 Annual Meeting of the Town of Danville in accordance with the provisions of Act 162.
- Dec 7, 2020: Posting of information for Town Meeting, including listing of elected positions and requirements for elected positions and a proposed timeline.  
Requirements: 1) Must be a registered voter in Danville
- Dec 15 & 28 2020 Candidate night for prospective candidates to ask questions re position activities and responsibilities. Two meetings scheduled. Tentative dates: December 15<sup>th</sup> and 28<sup>th</sup> at 7 PM, via Zoom
- Dec 10, 2020 Town Clerk to notify organizations that have requested appropriations in the past to indicate in writing if they wish to be on the ballot and the requested amount of the appropriation. No petitions will be required.
- Dec 20, 2020 Last day for organizations seeking appropriations to submit written request to Town Clerk.
- Jan 25, 2021: Last day for candidates for elected offices to submit consent form (17 V.S.A §2681 (a)) to the Town Clerk and, if desired, candidate bio
- Jan 27, 2021: 1) Town Clerk to verify that proposed candidates are eligible to stand for election.  
2) Last day for candidates to withdraw as a candidate for elected office at town meeting.
- Jan 28, 2021: Town Budget finalized, all nominations recorded, all warrant articles in to Town Clerk
- Jan 29, 2021: Town Report to printer, ballot information to printer
- Jan 31, 2021: Last day to post Warning for Town Meeting
- Feb 10, 2021: Ballots available for distribution, including all outgoing and return envelopes. Decision to be made as to how these will be distributed: 1) Mail to all voters, 2) Mail out based on voter request, 3) Pick up at Town Hall, etc. May be dictated by the legislature in January. Since we are using Australian ballot for all voted issues, candidate elections will be decided by a plurality. A majority vote is not required.
- Feb 18, 2021: Town Annual Report available for distribution.
- Feb 20, 2021- During this time, a public informational meeting is required by state law. Based on the circumstances, Mar 1, 2021: we should consider having at least 2 informational meetings. They will be on Zoom, but we might want to offer a location for individuals to meet who cannot access via Zoom. Dates to be established.
- Mar 2, 2021: Town Meeting Day. Is there a desire for an in-person component this year? A time for people to come together to ask questions prior to voting? Where would it be held? How many people would we need to accommodate? What communication facilities would be required? All in person voting is currently planned to be done at the school.

Revised 12/7/20, KRL

*All information subject to change with legislation.*

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Elected positions to be filled by Australian Ballot at Danville Town Meeting on March 2, 2021

Annual Meeting of the Town of Danville:

<u>Position:</u>	<u>Term Length:</u>	<u>Number to be elected:</u>
Moderator	1 year	1
Town Clerk	3 years	1
Town Treasurer	3 years	1
Selectboard	1 year	2
Selectboard	3 years	1
Listers	3 years	1
Delinquent Tax Collector	1 year	1
Town Agent	1 year	1
Town Agent for Real Estate	1 year	1

Annual Meeting of the Town of Danville School District:

<u>Position:</u>	<u>Term Length:</u>	<u>Number to be elected:</u>
Moderator	1	1
School Director	3 years	1
School Director	1 year	2
School District Treasurer	3 years	1

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