

Petition Submission Policy for Resolutions

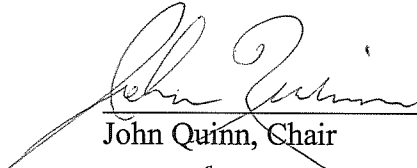
Resolution petitions submitted to the Selectboard for inclusion in an Annual or Special Town Warning should be geared towards stimulating an informed and constructive debate. They should therefore seek to address a perceived problem or issue; provide sufficient, but succinct, background information; and avoid stating opinion as fact. The resolution should be concise in what purpose it is trying to achieve with a clear understanding that its passage is not binding on any Westford official or governing body. Ideally, it should be less than 250 words.

A resolution should be clear on what objective it is trying to achieve. It may start with a preamble or contain one or more "Whereas" clauses, which set forth the reason(s) for the resolution. It is important to note that the preamble or "Whereas" clauses are not voted on, but rather set the stage for the "Resolved" clause.

The "Resolved" clause(s) needs to contain the desired action requested. Each "Resolved" clause should be concise, clear and address a single issue. If there is more than one "Resolved" clause included in a resolution, each clause should be independent and able to stand alone. A petition shall be rejected if one of the "Resolved" clauses calls for an action that is beyond the Selectboard or other Town governing body's authority or that of the voters.

Approved this 28th day of February, 2013.


WESTFORD SELECTBOARD



John Quinn, Chair



Ira Allen



Robert L. Bancroft