

## 2009 Important Dates for Towns

### SB 2/OFFICIAL BALLOT TOWN MEETING March Meeting Option

*The numbers following entries denote Revised Statutes Annotated (RSA) citations.*

#### NOVEMBER 2008

- 10** First day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2009 town meeting. 675:4; 40:13, VII.

#### DECEMBER 2008

- 2** Last day for voters to present application to selectmen to call special town meeting prior to annual meeting. Number of petitioners required depends on size of town. Petition must be received no later than 60 days before the next annual meeting, so deadline depends on date set for First Session. 39:3; 40:13, III.
- 10** Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2009 town meeting. 675:4; 40:13, VII.
- 26** Last day to post and publish notice for first hearing on proposed adoption or amendment of zoning ordinance, historic district ordinance or building code if a second hearing is anticipated. 675:3; 675:7; 40:13, II-a (c).

#### JANUARY 2009

- 6** Last day to hold first public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code if a second public hearing is anticipated. 675:3; 40:13, II-a (c).
- 9** Last day to post and publish notice of final planning board public hearing on proposed adoption or amendment to zoning ordinance, historic district ordinance or building code. 675:3; 40:13, II-a (c).
- 9** Last day for governing body to vote to extend polling hours at March 10 elections. 659:4-a, IV. (Reduction of polling hours requires vote of legislative body.)
- 13** Last day for selectmen to publish notice of time, place and subject of public hearing on bond or note issue over \$100,000. 33:8-a, I; 40:13, II-a (c).
- 13** Last day for giving notice of January 20 public hearing on annual budget. 32:5, I; 40:13, II-a (a).
- 13** Last day for voters to petition selectmen to include an article in the town meeting warrant (does the subject matter of any warrant article require a public hearing?). 39:3; 40:13, II-a (b).

- 13** Budget submission date for collective bargaining. 40:13, II-a (b); 273-A:1, III.
- 13** Last day to publish notice of January 20 session for correction of the checklist (required on day before opening of candidate filing period). 654:27; 669:5.
- 17** If the session to correct the checklist will be on January 24 in your town, this is the last day to post and publish newspaper notice of the day, hour and place. 669:5; 654:27-:28.
- 17** Last day to notify affected landowners if town meeting warrant contains an article to discontinue a highway. Notice must be given no later than 14 days before First Session. 231:43; 40:13, III.
- 20** Last day for planning board to hold final public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code. Planning board must also determine final form. 675:3; 40:13, II-a (c). An official copy of any final proposal must be placed on file in the town clerk's office not later than the fifth Tuesday before town meeting (February 3), but must also be prepared in time for the posting of the warrant (last day is January 26). 675:3; 40:13, II-a (c) and (d).
- 20** Last day to hold at least one public hearing on annual budget. 32:5, I and V; 40:13, II-a (c).
- 20** Last day to hold public hearing on bond or note issue over \$100,000. Hearing can be held no earlier than 60 days before First Session. 33:8-a, I; 40:13, II-a (c).
- 20** Supervisors must hold a session to correct the checklist on day before opening of candidate filing period. 669:5; 654:27.
- 21** First day for candidates in towns with non-partisan official ballot system to file declarations of candidacy or nomination petitions with town clerk. 669:19; 652:20; 40:13, VII.
- 24** If the First Session of your meeting falls between January 31 and February 5, inclusive, this is the date the supervisors meet to correct the checklist. At a minimum, the supervisors must meet between 11 and 11:30 a.m. Checklist to be posted by midnight on January 30. If the First Session is on February 6, the supervisors may meet on this date or on January 31. 669:5; 654:27-:28.
- 24** If the session to correct the checklist will be on January 31 in your town, this is the last day to post and publish newspaper notice of the day, hour and place. 669:5; 654:27-:28; 40:13, II-d.
- 26** Last day for selectmen to post warrant and budget at all polling places and at clerk's office or town hall. Warrant shall state place, day and hour for each of the two separate sessions. For the second session, the warrant shall also state the hour of the election, hours polls open and close, and which items are to be voted on by ballot. 40:13, II and II-a (d).

- 30** Last day for filing nomination petitions and declaration of candidacy with town clerk in towns with non-partisan official ballot system. Town clerk's office must be open at least from 3 to 5 p.m. 669:19-:21; 652:20; 40:13, VII.
- 30** Last day for party caucus to nominate candidates for town office in towns using partisan system. 669:39; 40:13, VII.
- 31** Earliest date to hold First Session of town meeting—latest date February 7. Governing body sets date. 40:13, III.
- 31** If the First Session of your meeting falls on February 7, this is the date the supervisors meet to correct the checklist. At a minimum, the supervisors must meet between 11 and 11:30 a.m. Checklist to be posted by midnight on February 6. If the First Session is on February 6, the supervisors may meet on this date or on January 24. 669:5; 654:27-:28; 40:13, II-d.

## **FEBRUARY 2009**

- 3** Last day for official copy of final proposal to adopt or amend zoning ordinance, historic district ordinance or building code to be placed on file at town clerk's office. 675:3, V.
- 7** Last day to hold First Session of town meeting—earliest date January 31. 40:13, III.
- 10** Last day for supervisors to post checklist at town clerk's office or at town hall with notice of the day, hour and place of session to correct the checklist. Notice must also be published in a newspaper of general circulation in the town at least 7 days prior to each session. 654:26-:27; 40:13, VII; 669:5.
- 21** Last day to publish notice, in a newspaper of general circulation in the town, of February 28 session for checklist correction. 654:27; 669:5; 40:13, VII.
- 28** Last day for town clerk to accept voter registration applications for second session of annual meeting. 654:8; 40:13, VII; 654:27.
- 28** Supervisors to hold session for correction of checklist for second session of annual meeting at a minimum between 11 and 11:30 a.m. No corrections or additions may be made after this session until election day, except as provided in RSA 659:12. 654:27; 654:28; 669:5; 40:13, II-d, VII.
- 28** Reports of transfer, death and removal of names to be acted on by supervisor of the checklist. 654:27; 654:36; 654:37; 654:44.

## **MARCH 2009**

- 3** Annual town report with final budget and ballot questions must be available today. 40:13, II.

- 3** Last day to submit zoning ordinance protest petition to require 2/3 vote at town meeting. 675:5; 40:13, VII.
- 6** Last day for supervisors to post (by midnight) final corrected checklist. 654:28; 40:13, VII.
- 6** Certification of checklist, 2 copies filed with town clerk. 654:28-:29; 40:13, VII.
- 10** Last day for town clerk to accept completed absentee ballots; clerk, or clerk's designee, must be available at least between 3 and 5 p.m. No absentee ballots may be accepted after 5 p.m. 669:29; 657:22; 652:20; 40:13, VII.
- 10** Second Session of annual meeting to elect officers, to vote on all questions required by law to be on official ballot, and to vote on all warrant articles from First Session of annual meeting. Voters may register at the polls. 40:13, VII; 654:7-a. If new tax collector is elected or appointed, selectmen audit accounts and issue a new warrant. 41:36.
- 13** Last day for any person for whom a vote was cast to apply to town clerk for a recount (to be conducted not earlier than 5 nor later than 10 days after receipt of the application). Town clerk must be available at least between 3 and 5 p.m. to receive application and must provide at least 3 days' notice of recount date to candidates for that office. 669:30; 652:20.
- 16** Selectmen must appoint town treasurer by today if annual meeting fails either to elect one or to vote to authorize the appointment rather than the election of the treasurer. 41:27; 41:26-e.
- 17** Last day for 10 voters of a town to petition clerk to recount ballots on any question printed on official ballot. 40:4-c.
- 20** Town clerk to forward to selectmen and treasurer certified copy of any vote to transfer surplus to capital reserve funds within 10 days of such vote. Surplus must be transferred by treasurer to trustees of trust funds immediately after receipt of order of selectmen. 35:11.
- 20** Last day for candidates for town office to remove political advertising. 664:1; 664:17.
- 30** Town clerk must report names and addresses of all town officers to commissioner of revenue administration after annual election. 41:19.
- 30** Minutes and various reports must be filed with the Department of Revenue Administration (DRA) within 20 days after the close of town meeting. 21-J:34.

#### **APRIL 2009**

- 2** Town clerk to send 2 copies of town report to State Library and 1 copy of town report to UNH Library. 41:22; 201-A:18. (If you want to be included in the annual report contest, send a copy to LGC, too.)

- 9 Within 30 days after town meeting, town clerk to report on town library to assistant state librarian. 41:20.
- 9 Appointed municipal budget committee members must be named within 30 days after town meeting. 32:15, II.

#### **MAY 2009**

- 9 Ballots and absentee voting materials for election of town officers at town meeting may be destroyed. 657:16; 657:22; 659:100-:101; 669:25; 33-A:3-a.

#### **NOVEMBER 2009**

- 9 First day to accept petitions to amend zoning ordinance, historic district ordinance or building code consideration at the 2010 town meeting. 675:4; 40:13, VII.

#### **DECEMBER 2009**

- 9 Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2010 town meeting. 675:4; 40:13, VII.

*\* Date falls on a Saturday, Sunday or legal holiday. "If a statute specifies a date for filing documents or paying fees and the specified date falls on a Saturday, Sunday or legal holiday, the document or fee shall be deemed timely filed if it is received by the next business day." RSA 21:35, II (eff. January 1, 2009).*