TOWN OF BOXBOROUGH
AMENDMENT WORK SHEET

Select the appropriate sections below by marking the box.
Please print neatly and cross through all words that do not apply.

☐ **I move to amend Article** ____

by striking the words _____

_____

_____

and by substituting the words _____

_____

_____

_____

☐ **I move to amend Article** ____

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

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

_____

_____

_____

_____

_____

_____

☐ **I move to amend Article** ____

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 appropriate 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.

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.**