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# FLYERS AND SALES POLICY

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Boxborough Town Meeting November 2023

## Flyers at Town Meeting

- There will be two or more unstaffed tables at the back of the meeting room for flyers (printed material no larger than 8.5 x 11).
- Some space will be reserved for “official” Town Meeting material from Town boards/committees/etc.
- A limit on the number and/or quantity of flyer material may be imposed based on the available table space. Available space is not guaranteed.
- Flyers material may include items relating directly to the business contained in the Town Meeting warrant.
- Based on advice from Town Counsel , Flyer material on the tables (or anywhere in the building) may not include political or candidate information, or flyers relating to an override. Flyers concerning politics, election, or an override ballot shall be distributed outside the building.
- Parties are responsible for making copies for town meeting. Town hall is not responsible for copying or creating packets of documents.
- Flyers advertising “for-profit” groups will not be allowed. The Town Administrator, Town Clerk, or Moderator should be contacted if there is a special case.

## Flyer Authorization

- Flyers will be authorized if they relate directly to the business of Town Meeting, and/or are issued by a Town government body and/or are issued by a local non-profit organization. The name of the sponsoring person or organization must be listed on the flyer.
- Flyers must be submitted to the Town Moderator, the Town Administrator, or the Town Clerk for approval prior to Town Meeting.
- The Chairs of any elected Board may also authorize a flyer if the content is under the purview of her/his respective Board. Chairs must alert the Town Administrator, Town Clerk, Assistant Town Administrator, Town Department Assistant, and Town Moderator of any flyers that have been authorized.

## Staffed Refreshment Table

- Due to space considerations, the only staffed table in the meeting room will be for the one Town board, committee, commission, or non-profit organization allowed to sell refreshments inside the hall.
- This table will be assigned on a rotating basis to groups expressing interest in serving refreshments.
- This organization will be allowed to serve and/or sell refreshments and to have general material relating to the organization on the table. Flyers relating to issues coming before Town Meeting will not be allowed at the refreshment table.