TOWN OF NORFOLK
ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS 02056

DANIEL B. WINSLOW   **(857) 488-4256**
   Town Moderator
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TO: All Interested Persons, Boards, Committees and Departments
Town Administrator
Town Clerk
Town Counsel
Chairs or Designees of the Chairs, Board of Selectmen and Advisory Committee

NOTICE OF ORGANIZATIONAL MEETING FOR ANNUAL TOWN MEETING

Pursuant to town of Norfolk Bylaw Article I, Section 7.B., the Moderator will conduct an organizational meeting for the 2009 Annual Town Meeting. The purpose of the organizational meeting shall be to discuss the Moderator's organization and operation of Town Meeting, including order of the articles and Consent Calendar, length of expected debate on each article, length of presentation on substantial articles, need for audio-visual aids, requests for presentations to Town Meeting by committees or non-voters and other procedural issues. The merits of any article shall not be discussed at the organizational meeting.

The organizational meeting will be held in the Library Community Room on Thursday, April 16, 2009 at 10 a.m.   This meeting is open to the public and all are welcome.

The new Town Meeting procedures bylaw imposes time limits for presentations at Town Meeting this year. If any person, board, department, committee, or proponent or opponent of any Article on the Town Meeting Warrant needs more than five minutes or wishes to present more than five Powerpoint slides to address Town Meeting, it is important to attend the organizational meeting to discuss such need with the Moderator. Anyone unable to attend the organizational meeting who needs more than five minutes or more than five Powerpoint slides to address Town Meeting should contact the Moderator no later than May 1 in writing at winslow@virtualnorfolk.org to request permission for presentations of such length.

Please do not hesitate to contact Dan Winslow, Town Moderator, at winslow@virtualnorfolk.org if you have any questions or need any assistance.