2008 NORFOLK TOWN MEETING

VOTER HANDBOOK

Daniel B. Winslow, Moderator

Forgive me my nonsense, as I also forgive the nonsense of those that think they talk sense.
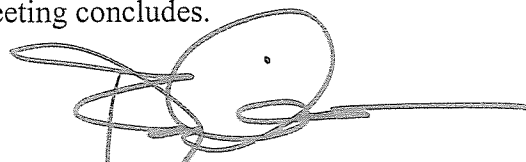
A civilized society is one which tolerates eccentricity to the point of doubtful sanity.

--Robert Frost

Greetings from the Moderator

Thank you for attending Norfolk's Annual Town Meeting! Town Meeting is one of the last opportunities for direct democracy and you are making a difference in our community by joining us. This handbook will provide a basic overview of "how to" participate in the meeting, which will be useful as a primer for people newly initiated in our town legislative process and a helpful refresher for longtime participants. I ask your assistance in helping me to keep the meeting moving along with due dispatch, but in case the debate lingers, the last pages of this handbook contain a trivia quiz prepared by the Norfolk Historical Commission for your entertainment and education about our town.

It is my privilege to serve this year as your Town Moderator. It also is my fervent hope that you will agree with that sentiment when the meeting concludes.

Daniel B. Winslow, Moderator
May 13, 2008

Acknowledgments

It may or may not take a village to raise a child, but it certainly takes a village to raise a village. We are grateful to the following persons and groups for helping to make this meeting possible:

KP Regional School District: Especially Dr. Dick Robbat, Carol Troiano and their staffs for making the Spaghetti Supper possible

Senator Scott Brown, Representative Richard Ross, BJ's Wholesale Foods, and the WinslowFamily: For sponsoring the cost of the Supper as a free community event

Boy Scout Troop 80: For providing volunteers from the Eagle Scout class to assist with Town Meeting and to serve as a color guard

Peter Curran: For leading the Meeting in the Pledge of Allegiance and especially for the service and sacrifice that he and his fellow veterans have made on behalf of our country

Norfolk Recreation Department: For sponsoring the Second Grade Chorus and to all the participating Second Graders and their parents

School Age After Care Program: For providing child care services at Town Meeting at a reasonable cost for working parents

Norfolk Council on Aging: Brownies, coffee, baked goods, treats. Need I say more? Please give them your patronage and support throughout the meeting

Barry Zimmerman, Bulfinch Group Financial Advisors: Donation of Red Sox tickets for May 14 raffle

Local merchants in Wrentham and Norfolk: Raffle coupons and gift certificates for May 14 raffle, as announced during the raffle

Joseph Ferreira and the KP AV Staff: For providing audio and video services

Brian and the NCTV Team: For video recording and broadcast of Town Meeting

Norfolk Advisory Board: For countless volunteer hours spent reviewing each Warrant article and preparing budget recommendations

Town Clerk Gail Bernardo: And her team of checkers for helping Town Meeting run smoothly and keeping a record of the proceedings

Susan, Parker, Hannah and Peter: I earned my dollar this year, but your free efforts were a tremendous help. Thank you!

Norfolk voters, town officials and staff: For making Norfolk the town we love. It's *YOUR* town!

HOW TO: PARTICIPATE IN TOWN MEETING

☞   <u>Be Recognized to Speak by the Moderator</u>

Raise your hand, shout out "Mr. Moderator" to get the Moderator's attention. Unless there's a motion to cut off debate, everyone who wishes to speak will be given an opportunity at least once

☞   <u>Go to the Microphone or Speak **LOUDLY** from your Seat While Standing</u>
You can't persuade your fellow voters to vote your way if they can't hear you. Speak up and be heard. If you plan to be a frequent speaker, please sit next to a microphone to save time after you are recognized—your fellow voters will appreciate you more

☞   <u>State Your Name and Street</u>
There is no anonymous debate at Town Meeting. Please state your name and what street you live on. There is no need to give the specific street number or address. If you are a frequent speaker, I will try to call you by name to dispense with the introduction each time.

☞   <u>Direct Your Remarks to the Moderator and Keep It Civil</u>
This requires some getting used to, but you speak to the crowd via the Moderator. Instead of "John, I disagree with you" it's "Mr. Moderator, I disagree with John." **NEVER** engage in insult or personal attack. Remember, your opponent on this article may be your supporter five articles later

☞   <u>It's OK to Debate!!</u>
The purpose of Town Meeting is to decide by majority or 2/3 vote. It's OK to urge (via your remarks to the Moderator) your fellow voters to vote for or against something and to tell them why they should vote your way

☞   <u>Be Brief and Confine Your Remarks to the Issue Being Debated</u>
Please make your points concisely and then sit down. If you speak longer than five minutes, I will ask you to wrap up your remarks to give someone else a turn. I will then give you another chance to speak after others have spoken unless debate is cut off

☞   <u>Town Meeting is Not Designed for One on One Conversations</u>
If you have the floor, you are the only person who can speak unless asked to conclude by the Moderator or someone else is recognized by the Moderator. If you use your time to ask questions, I might not immediately call the person who can give the answers but I will get to them if they ask to be recognized. The dynamics of a mass meeting make it difficult to facilitate a back and forth dialogue between two people and it's not fair to others who wish to speak

☞   <u>Listen Carefully to Other Speakers</u>
There is no need to repeat points already made by other speakers. Please listen to others with the same courtesy you would want them to give to your remarks.

HOW TO: AMEND AN ARTICLE

☞ **After Being Recognized by the Moderator, Move to Amend the Article**
This is as simple as stating "Mr. Moderator, I move to amend article X by adding/deleting the following language" and then describe your suggested changes by reference to the article under debate. If someone seconds your motion ("I second the motion") the motion is before the Town Meeting for debate

☞ **Give the Moderator a Written Copy of Your Motion to Amend**
Unless otherwise allowed by the Moderator, all motions must be in writing. The Moderator has motion forms on the stage by his podium for ease of use, so feel free to take a form and write your motion. To save time, try to have your motion written before the debate on the issue begins. An example of the amendment form is on the next page.

☞ **After the Moderator Reads Your Motion to Town Meeting, Explain What the Motion Does and Why People Should Vote in Favor of the Motion**
After the Moderator reads your motion to the audience, you will be recognized to speak in support of your motion. This is your best chance to win support for your proposed changes

☞ **Minor Amendments Can Be Accepted as "Friendly Amendments" Without Debate**
If you are making a minor suggestion, the proposer of the original article can accept your amendment as "friendly" to accept the change without debate. The article with the friendly amendment is then subject to further debate as amended. The Moderator will only allow minor changes and only if the amendments are not so numerous that voter confusion might result

☞ **It's OK to Amend an Amendment**
If an amendment is pending debate at Town Meeting, it's OK for someone to move to amend the amendment. Only one amendment of an amendment will be accepted by the Moderator at a time. If amendments are adopted by majority vote, the article as amended will then be debated and voted

☞ **An Amendment Cannot Exceed the Scope of the Original Article Proposal**
There are some legal limits to amendments that the Moderator will consider when deciding whether to accept an amendment for debate. Generally speaking, an amendment cannot broaden the subject matter of an article under debate. For example, an amendment cannot add land subject to a proposed zoning change beyond the land described in the original article.

☞ **When in Doubt, Ask the Moderator**
If you're not sure how to change an article, just ask the Moderator for procedural guidance. The Moderator will tell you what procedures are available to you to hopefully accomplish your goal.

MOTION TO AMEND FORM: NORFOLK TOWN MEETING

Submitted by: _____

    I move to amend article ____/line item _____ as follows:

_____ BY DELETING THE FOLLOWING (use other side if needed):

_____ BY INSERTING THE FOLLOWING (use other side if needed):

_____ BY SUBSTITUTING THE FOLLOWING (use other side if needed):

HOW TO: CUT OFF DEBATE

☞   <u>Be Recognized by the Moderator</u>
A motion to cut off debate is not proper unless the person making the motion has been recognized by the Moderator and has the floor. A motion to cut off debate cannot interrupt another person who already has the floor.

☞   <u>The Moderator Has Sole Discretion Whether to Recognize a Motion to Cut Off Debate</u>
If a large number of people wish to speak for the first time, or if only one side of the debate has been presented, or if the person moving to cut off debate has just spoken on the merits of an article, the Moderator likely will refuse to accept a motion to cut off debate. Even if the Moderator has refused to cut off debate, the motion can be repeated after additional debate has occurred or if the debate has seemed to run its course

☞   <u>After Being Recognized, State "Mr. Moderator, I Move to Cut Off Debate"</u>
If the motion is seconded, the Moderator will immediately call for a vote by voice, show of hands or standing, and then declare whether the necessary 2/3 support for the motion has been achieved.

☞   <u>On Request of Seven Voters, the Moderator Will Order a Counted Vote</u>
If you disagree with the Moderator's announcement of the vote results, you should stand and state "Mr. Moderator, I request a counted vote." If six other people stand to support your request, the Moderator will order the counters to count the vote and report the results.

☞   <u>If a Motion to Cut Off Debate Fails, Debate Continues</u>
After the debate has run its course, or if the same people are speaking repeatedly, the Moderator will consider a renewed motion to cut off debate if a voter makes the motion after being recognized.

HOW TO: VOTE

☞ **Voice Vote**
This is the usual method of voting. After debate is concluded, the Moderator will repeat the issue that is about to be voted on, explain whether a majority or 2/3 vote is required, and then state "All in favor say aye." If you support the article, state "aye". The Moderator will then state "All opposed say nay." If you oppose the article, state "nay." The Moderator will then announce the results of the vote. Even if a 2/3 vote is required, the Moderator can announce a 2/3 vote based on a voice vote unless 7 voters request a counted vote.

☞ **Show of Hands**
Sometimes, the Moderator will not be able to tell which side prevailed by a voice vote or will decide in the first instance to request a show of hands. The Moderator will state "All in favor raise your hand." If you favor the article, raise your hand and keep it up until the Moderator tells you to put your hand down or calls for a vote by those opposed. The Moderator will then state "All opposed raise your hand." If you oppose the article, raise your hand and keep it up until the Moderator tells you to put your hand down or announces the vote results.

☞ **Standing Vote**
If it's a close vote or a counted vote, the Moderator will ask all in favor to stand. If you favor the article, stand until the Moderator asks you to sit down. The Moderator will then ask all opposed to stand. If you oppose the article, please stand until the Moderator asks you to sit down.

☞ **Counted Vote**
Any voter who disagrees with the Moderator's announced vote can immediately stand and state "Mr. Moderator, I request a counted vote." The Moderator will then ask "Are there six people who will stand to join you in that request?" If a total of 7 voters stand to request a counted vote, the Moderator will ask the sworn counters to conduct a counted vote by either a show of hands or a standing vote. If fewer than 7 voters join the request for a counted vote, the request fails and the previously announced vote is the official result.

NORFOLK HISTORY QUIZ
Sponsored by the Norfolk Historical Commission

1. Which well-known Norfolk leader is the grandson of the second warden at the Norfolk Prison?
   a. Jack Hathaway
   b. Jim Lehan
   c. Jonathan Smith
   d. Dan Winslow

2. Prior to 1870 Norfolk was North Wrentham. Who is credited with being the founder of North Wrentham?
   a. David Avery
   b. Josiah Ware
   c. Moses Thacher
   d. Benjamin Rockwood

3. Name the man-made pond from this group.
   a. Kingsbury Pond
   b. Populatic Pond
   c. Mirror Lake
   d. Bristol Pond

4. How many railroad stations were in Norfolk in 1900?
   a. 1
   b. 2
   c. 4
   d. None

5. Which location had a school, a mill and a post office at sometime in its history?
   a. Pondville
   b. City Mills
   c. Norfolk Center
   d. Stony Brook

6. How many official town Halls has Norfolk had?
   a. 1
   b. 2
   c. 3
   d. 4

7. How many Town Moderators has Norfolk had in the last 60 years?
   a. 2
   b. 3
   c. 4
   d. 5

8. When the present Fire and Police Station was built what happened to the previous one?
   a. It was torn down
   b. It was turned into the Town Hall
   c. It was turned into the DPW
   d. It became part of today's Library

9. During its history, the Grange Hall served as all of the following EXCEPT
   a. Church
   b. Library
   c. School
   d. Unofficial Town Hall

10. What appears on the Norfolk Town Seal?
    a. The Norfolk Grange Hall
    b. "In God We Trust"
    c. The first Norfolk Town Hall
    d. King Philip

11. What was the Town Budget in 1900
    a. $9998.14
    b. $21,760.25
    c. $93,801.51
    d. $325,857

12. Norfolk was created with land from
    a. a grant from the Commonwealth of Massachusetts
    b. Land from Medfield, Wrentham and Millis
    c. Land from Wrentham, Franklin, Walpole and Medway
    d. North Wrentham

13. When did Norfolk Prison open?
    a. 1861
    b. 1896
    c. 1927
    d. 1946

14. Twenty years before King Philip High School opened, where did Norfolk scholars go to high school?
    a. Norfolk Center School
    b. Norfolk Prison
    c. Franklin High School
    d. Walpole High School

15. Name the street in Norfolk that comes from the Native American meaning "Black Goose"
    a. Populatick Street
    b. Naugatuck Ave
    c. Pennacook St.
    d. Seekonk Street

16. Who were the Brothers of the Brush?
    a. Workers at the City Mills broom factory
    b. Original settlers who cleaned the farm lands of Norfolk
    c. A group of men in Norfolk who didn't shave for a year to celebrate Norfolk's Centennial
    d. A religious revival group from the 1820's

17. What U.S. President came to Norfolk to visit Highland Lake Grove?
    a. John Quincy Adams
    b. Rutherford B. Hayes
    c. Calvin Coolidge
    d. John F. Kennedy

18. Why did the President come to Norfolk?
    a. He was riding on the first train to run through Norfolk in 1848.
    b. To stop for breakfast at Highland Lake
    c. To speak at the dedication of the Stoney Brook Nature Center
    d. To preside over the opening of the Norfolk Prison.

19. What famous black American leader resided in Norfolk for a while.
    a. Mohammed Ali
    b. Malcolm X
    c. Barack Obama
    d. Deval Patrick

20. How many towns abut Norfolk?
    a. 4
    b. 5
    c. 6 or 7
    d. 8

21. Which of the following places or nicknames were not part of Norfolk
    a. Toadville
    b. Tuckertown
    c. Abbeyville
    d. Sheephouse Hill
    e. All of the above were

APPENDIX

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RANK	TABLE OF BASIC POINTS OF MOTIONS	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	MAY RECONSIDER	MAY INTERRUPT
	Privileged Motions						
1	Dissolve or adjourn sine die	Yes	No	No	Majority	No	No
2	Adjourn to a fixed time or recess	Yes	Yes	Yes	Majority	No	No
4	Fix the time to (or at) which to adjourn	Yes	Yes	Yes	Majority	Yes	No
5	Question of privilege	No	No	No	None	No	Yes
	Subsidiary Motions						
6	Lay on the table	Yes	No	No	⅔	Yes	No
7	Cut Off Debate	Yes	No	No	⅔	No	No
8	Limit or extend debate	Yes	No	No	⅔	Yes	No
9	Postpone to a time uncertain	Yes	Yes	Yes	Majority	Yes	No
10	Commit or refer	Yes	Yes	Yes	Majority	Yes	No
11	Amend (or substitute)	Yes	Yes	Yes	Majority	Yes	No
12	Postpone indefinitely	Yes	Yes	No	Majority	Yes	No
	Incidental Motions						
*	Point of order	No	No	No	None	No	Yes
*	Division of a question	Yes	Yes	Yes	Majority	No	No
*	Separate consideration	Yes	Yes	Yes	Majority	No	No
*	Withdraw or modify a motion	No	No	No	Majority	No	No
	Main Motions						
None	Main Motion	Yes	Yes	Yes	Varies	Yes	Majority
***	Reconsider or rescind	Yes	***	No		No	No
None	Take from the table	Yes	No	No	Majority	No	Majority
None	Advance an article	Yes	Yes	Yes	⅔	Yes	No

Answers to the Quiz

1.d, 2. a, 3. c, 4. c. Pondville, Highland Lake, City Mills, Norfolk Center
,5. b, 6. c The first one on the Town Hill, Our old Town Hall on Main Street, The present Town Hall. The Grange was not an "official" Town Hall.
7. d Official Town Moderators were Walter Holmes, Buddy Eden, Frank Gross and Dan Winslow. , 8. b, 9.c, 10. c, 11. a, 12. c, 13. c, 14. d, 15. d, 16. c, 17. b, 18. b, 19. b,
20. c, Millis, Medfield, Walpole, Foxborough, Wrentham, Franklin, and lastly Medway or the Charles River. 21. e