

**Town of Ashland**  
Moderator's Rules Relating to Town Meeting

*Campaigning and Politicking*

No campaigning of any kind for any federal, state or local candidate or issue is permitted inside the high school or within twenty-five (25) feet of the community (back) entrance of the high school from one (1) hour prior to the scheduled start of any Town Meeting until the conclusion of that session of Town Meeting.

*Literature Distribution*

No printed materials of any kind may be distributed inside the high school from (1) hour prior to the scheduled start of any Town Meeting until the conclusion of that session of Town Meeting. Handouts that directly relate to warrant articles may be placed on the table inside the entrance to the auditorium. Such handouts should be limited to the presentation of facts and must be provided to the Moderator no later than seventy-two two (72) hours prior to the posted start time of any Town Meeting to facilitate their timely review. The book containing the warrant articles, related information and the recommendations of the Finance Committee are not subject to these requirements.

*Oversized Materials*

Certain materials such as full-size street layouts, zoning maps and architectural renderings are helpful to Town Meeting attendees, but are not as useful when reduced in size for the purposes of handouts. These items – without the addition of any subjective material – may be displayed either on tripods or taped to the walls in the vestibule immediately outside the auditorium with the prior approval of the Moderator. Reduced sized or electronic versions of the materials proposed for display must be submitted to the Moderator no later than seventy-two (72) hours prior to the posted start time of any Town Meeting.

*Community Tables*

Non-profit, “friends of” or similar community groups are welcome to set up non-political informational tables in the hallway leading to the auditorium before and during Town Meeting. There is also a space available from which a youth or community group may sell refreshments immediately prior to and during Town Meeting. Requests for such tables or use of the refreshment space must be submitted to the Moderator no later than one (1) week prior to any Town Meeting and are limited to space available. Requests will be granted on a first-come first-served basis. Use of the refreshment space is also subject to the approval of the Ashland Public School Building Supervisor or his/her designee.

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*Committee/Group Reports*

Article 1 of each Town Meeting is generally to hear Town Reports. Reports under this article are limited to officially chartered or recognized Town groups or committees. Any group wishing to make such a report must inform the Moderator no later than one (1) week prior to any Town Meeting. Such reports should be limited to three (3) minutes.

*PowerPoint Presentations*

Proponents and organized opponents of any article may choose to make a visual presentation to Town Meeting using Microsoft PowerPoint. Such presentations are subject to the Moderator's review for adherence to the general rules on debate and must be submitted to the Moderator no later seventy-two (72) hours prior to any Town Meeting. No changes will be allowed to presentations once they are submitted to the Moderator unless they are the result of the Moderator's review. All PowerPoint presentations will be made using a town-supplied laptop that will be loaded with the presentations prior to Town Meeting.

With the exception of presentations made by the Finance Committee, PowerPoint presentations are limited to five (5) minutes. Presenters are encouraged to rehearse their presentations to ensure compliance with this time limit, as it will be enforced.

*Deadlines and Time Limits*

Deadlines and time limits in this document may be relaxed at the Moderator's discretion if in the Moderator's opinion it will benefit the attendees at Town Meeting to do so.