

Model Notice and Agenda for Australian Ballot Remote Only Public Informational Hearing

USE OF THIS MODEL NOTICE

When a town has voted to adopt the Australian ballot method of voting on any public question or budget, it must hold a public informational hearing to discuss the articles on the town meeting warning prior to the vote. This model notice is intended to be a template to use to warn your town's Australian ballot public informational hearing under [17 V.S.A. § 2680\(h\)](#). See our VLCT [town meeting resources](#) and, specifically, our Australian Ballot Info Sheet.

TIMING OF THE HEARING AND NOTICE

The public informational hearing must be held within the 10 days preceding the meeting at which the Australian ballot system is to be used. In a town that has voted to start its annual meeting on any of the three days immediately preceding the first Tuesday in March, the hearing may be held in conjunction with that meeting. [17 V.S.A. § 2680\(h\)](#). The hearing must be posted at least 10 days in advance of the hearing in at least two public places within the municipality and in the town clerk's office.

REMOTE INFORMATIONAL HEARING OPTION

Note that the selectboard may choose to hold an informational hearing as a remote only meeting unless it is held concurrently with a floor meeting. For more information, see the VLCT [Remote Informational Hearing Toolkit](#).

Please copy below this line and paste into a new document

TOWN OF _____
REMOTE ONLY PUBLIC INFORMATIONAL HEARING
NOTICE and AGENDA

The selectboard for the *[insert name of municipality]* will hold a public informational hearing on *[insert date]* at *[insert time]* to discuss the Australian ballot articles on the Town Meeting Warning. The hearing will only be accessible remotely by electronic means.

Information on how to access the meeting remotely [*choose all applicable, and edit to fit your public body's needs*]:

- By telephone: Dial *[insert phone number]*. When prompted enter the meeting ID: *[insert meeting ID if applicable]*.
- By computer: Download meeting software here *[insert URL of digital meeting software if used]*. Join meeting by clicking here *[insert meeting link]*. You may be prompted to enter a meeting ID: *[insert meeting ID if applicable]*.
- By smartphone, tablet, or other device: Download and open the *[insert name of digital meeting software]* app. You may have to create a free account or sign into your existing account. Select the option to join the meeting and enter the meeting ID: *[insert meeting ID]*.
- *[Insert other methods to watch or attend, if applicable, such as YouTube, local television, etc.]*

If you are planning on attending the hearing remotely, please review our "Informational Handout for Remote Only Public Meetings" to understand how the meeting will be managed. If you are participating remotely and you wish to make a public comment, but do not have the ability to comment remotely during the meeting, please email your comment(s) to *[insert municipal staff/official]* at *[insert email]*.

To ensure smooth access, we recommend that you test your remote hearing software in advance of the meeting. **If you have difficulty accessing the hearing please call *[insert phone number]* or email *[insert email]***

AGENDA

- *[insert time]*: Call to Order
- *[insert approximate time]*: Additions or deletions to the agenda
 - o Public comment
- *[insert approximate time]*: Review and discuss **Article I: *[insert town meeting articles]***
 - o Public comment
- *[insert approximate time]*: Review and discuss **Article II: *[insert town meeting articles]***
 - o Public comment
- *[insert approximate time]*: Review and discuss **Article III: *[insert town meeting articles]***
 - o Public comment
- *[insert approximate time]*: Review and discuss **Article IV: *[insert town meeting articles]***
 - o Public comment
- *[insert approximate time]*: etc.
 - o Public comment
- *[insert approximate time]*: Discussion of other non-binding business (if applicable)
- *[insert approximate time]*: Entertain motion to adjourn hearing.