**INFORMATION ON SUBMITTING A CITIZEN PETITION**

***PLEASE NOTE THAT THESE GUIDELINES DO NOT APPLY TO CITIZEN ZONING PETITON ARTICLES. THE DEADLINE FOR CITIZEN PETITION ZONING ARTICLES IS IN DECEMBER. PLEASE CONTACT THE LAND USE ADMINISTRATOR, SUE COPPETA, 603-362-5761 FOR INFORMATION***.

New Hampshire RSA 39:3 requires that Citizen’s Petition (“CP”) articles must have at least **25 signatures of registered voters in the Town of Atkinson** to be included on the warrant. *The RSA also states that the Selectmen shall insert the petitioned article with only such minor textual changes as may be required.* All names will be reviewed by the Town Clerk to verify that signers are registered voters. Deadline for petition articles is **close of business (5:00 p.m.) Tuesday, January 9, 2024. *(January 5th, 2024 for CP warrant articles requiring an appropriation petition.)***

CP articles must be submitted to the Board of Selectmen/Town Administrator’s Office prior to the deadline to be considered for the Annual Town Meeting.

The Board of Selectmen will add submitted Citizen’s Petition articles to a January meeting agenda.

**PLEASE NOTE THAT IF THE PETITION ARTICLE INCLUDES A COST FOR THE PROJECT/ITEM, THAT AMOUNT MUST BE INCLUDED AS PART OF THE LANGUAGE OF THE PETITION PRIOR TO GATHERING SIGNATURES.**

**DATES TO REMEMBER:**

* **January 9, 2024** (Tuesday) – Deadline to Submit Citizen Petition to Board of Selectmen

(Petition must be submitted by 5:00 p.m. at the Town Clerk’s Office, Atkinson Town Hall) ***(January 5th for warrant articles requiring an appropriation.)***

* **January 15, 2024** (Monday) – Board of Selectmen Meeting, Citizen Petition Review/Votes

(Meeting begins at 7:00 p.m. at Atkinson Town Hall)

* **February 3, 2024** (Saturday) - Deliberative Session

(Meeting begins at 10:00 a.m. at the Atkinson Academy Dyke Auditorium)

* **March 12, 2024** (Tuesday) – Town Election - Ballot Voting for Registered Voters

(Polls open 7am-8pm, Community Center, 4 Main Street)

Please note that at least one individual should attend the meetings of January 15th as well as the February 3rd Deliberative Session to speak on behalf of the petition.

Please direct any questions to John Apple in the Town Administrator’s Office at 603-362-1064 or by e-mail townadmin@atkinson-nh.gov.