



TOWN OF NEEDHAM  
OFFICE OF THE TOWN CLERK

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Town Clerk

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May 2, 2024

This letter is to provide you with information on Town Meeting attendance check-in for the 2024 Annual Town Meeting and on use of Town Meeting Member email for Town business.

Checking in for 2024 Annual Town Meeting

As in past years, all Town Meeting Members must check in prior to proceeding to the James Hugh Powers Hall for the 2024 Annual Town Meeting.

Town Meeting Members

- Town Meeting Members will only need to check in once. There will be 5 tables in the lobby of the Town Hall, each serving 2 precincts. Please check in with your precinct each day of Town Meeting. If you do not check in, you will be marked absent for that Town Meeting session even if you were in attendance.

Town Meeting Members-at-large, Non- Town Meeting Members who serve on Boards or Committees, and Town employees

- If you are a Town Meeting Member-at-large, please check in at the Board/Committee and Employee check-in table.
- Non-Town Meeting members who serve on a Board or Committee and who are attending Town Meeting are asked to sign in at the Board/Committee and Employee check-in table.
- We ask that all employees check in at the Board/Committee and Employee check-in table.

Non-Town Meeting Members who are Needham Registered Voters

- We ask that registered voters who are attending Town Meeting but are not Town Meeting members please register with their voting precinct.

All other members of the public may sign in but are not required to do so.

Town Meeting Member Email Communication

- When you check in on Monday, May 6, you will be asked to confirm your email with the Town Clerk. This email is used for communications through the Town Clerk related to Town Meeting and other town business related to Town Meeting business.
- You will also be asked whether you would like your email address on an email list available to the public for communication. This could be for constituent communication or other communication. It is very important that you confirm that you are authorizing use of your email for this purpose and the email address that you would like used for that purpose.

I am happy to answer any questions you may have regarding the procedure for checking in.