

OUTLINE OF CHARTER REVISION STEPS

1. Charter Revision Commission is appointed by a 2/3 vote of the City Council (appropriate money (for a recording secretary). Must appoint the number of members, list of considered amendments/changes, and date when draft report is due. _____

2. Charter Revision Commission convenes, organizes, and elects a chairperson. _____

3. Charter Revision Commission holds at least two public hearings (can have more):
 - (a) One hearing before substantive work begins; _____
 - (b) Substantive Work Performed _____

 - (b) One hearing after the draft report is completed but before it is submitted to the City Council. _____

4. Charter Revision Commission submits a draft report with proposed revisions, if any, to the City Clerk, who forwards the report to the City Council. _____
(Reg. Council Mtg.)

5. The City Council holds at least one public hearing on the draft report within 45 days of the report being received by the City Clerk. _____

6. The City Council may, if it desires, recommend changes to the report not later than 15 days after its public hearing (See Step 7). If no changes are recommended, then the report becomes final (See Step 8). _____

7. Not later than 30 days after receiving the City Council's recommended changes, if any, the Charter Revision Commission confers with the City Council and then accepts or rejects the recommendations and submits a final report. _____

8. Not later than 15 days after receiving the final report, the City Council approves or rejects the proposed revisions, if any, in whole or in part. _____
 - (a) Within 45 days of a vote by the City Council to reject a proposed revision, a petition for a referendum, signed by not less than 10% of the qualified electors, may be submitted to the City Council. _____

 - (b) If the City Council accepts the proposed revision(s), it decides whether the revision(s) is/are submitted to a vote of the electors at a regular election (in which case a simple majority is needed for approval), or at a special election (in which case a majority constituting at least 15% of the qualified electors is needed for approval). **The election must be held not later than 15 months after approval of the recommendations or the certification of petition.** _____

9. Not later than 30 days after the City Council's approval of the proposed revisions, if any, or receipt of a certified petition, if any, the proposed revisions are published in full in a local newspaper. _____

10. The City Clerk received the proposed revisions, if any, and arranges for printing the same on the ballot. _____

11. If vote on the proposed changes is during a special election requiring a majority consisting of at least 15% of the qualified electors for approval. _____

NOTE IF QUESTION IS TO BE ON NOVEMBER BALLOTT THE APPOINTING AUTHORITY MUST VOTE 60 DAYS FROM ELECTION PER 9-370.

EVEN THOUGH CHARTER REVISION STATUTES TITLE 7 DOES NOT REFER TO THE 60 DAY REQUIREMENT OF 9-370 IT IS BETTER TO COMPLY WITH THE 60 DAY RULE OF 9-370.

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