



# CHARTER REVIEW

PROCESS AND TIMELINE

# AMENDING THE CITY CHARTER

- City Charter, Section 9.20 states the Council shall appoint a committee at least every five (5) years to review the Charter and make a recommendation to the City Council for any proposed amendments.
- The City Charter was last updated by election in 2018.
- The Charter Review Committee will be tasked with considering items identified by City Council, in addition to general chapter review.
- The City Charter requires a Charter Committee be appointed consisting of at least thirteen (13) members. At least two (2) members shall be appointed from each City Council District, and up to at least two (2) members nominated by the Mayor. The City Council shall appoint a Chair for the Committee for a total of 13 members.

# Charter Review Process Timeline

	Item Consideration	Due Date
Step 1	Council appoints Charter Review Committee Members	June 20, 2023
Step 2	Council provides Charter items for review consideration to the City Secretary	June 30, 2023
Step 3	Charter Review Committee Meetings	July thru September, 2023
Step 4	Charter Review Committee provides recommendations to Council	October, 2023
Step 5	Council reviews recommendations to consider items to be placed on the ballot	October/November, 2023
Step 6	City Attorney prepares ballot language for proposed amendments	December
Step 7	Council calls election for Charter Amendments (Ordinance must include ballot language with proposed amendments)	January/February 2024
Step 8	City provide education on proposed amendments	January thru May
Step 9	City holds election for Charter amendments	May 4, 2024

# Questions