

## **CHARTER REVISION CHECKLIST**

Should the Council wish to initiate a charter revision, the following steps need to be taken:

1. The Council may initiate charter revision proceedings by resolution of the Council passed by a two-thirds vote of the entire Council, not just two-thirds of the quorum. C.G.S. §7-188.
2. Within 30 days after the initiating resolution noted above, the Council shall appoint by resolution a Charter Revision Commission “consisting of not fewer than five nor more than fifteen electors, not more than one-third of whom may hold any other public office in the municipality and not more than a bare majority of whom shall be members of any one political party, which commission shall proceed forthwith to draft ... amendments to the existing charter ....”. The Council may recommend what sections of the Charter should be amended. The Council shall specify in its appointing resolution when the Commission shall submit its draft report, which shall be no later than 16 months from the date of appointment. Thereafter, the Commission shall consider such recommendations and may make its own recommendations for charter amendments. The Commission shall, in its report, comment on each Council recommendation and on its own recommendations. The Commission shall terminate upon acceptance or rejection of its final report by the Council. C.G.S. §7-190.
3. The Commission shall hold at least two public hearings on the proposed charter amendments, one prior to the beginning of substantive work on the charter amendments, and one after the draft report has been completed, but not submitted to the Council. After

such hearings, the Commission may amend its report. The Commission may hold additional public hearings as it deems necessary. C.G.S. §7-191(a).

4. The Commission thereafter shall submit its draft report to the Town Clerk, who shall transmit the report to the Council. “The [Council] shall hold at least one public hearing on the draft report and shall hold its last hearing not later than forty-five days after the submission of the draft report to such clerk. Not later than fifteen days after its last hearing, the [Council] shall make recommendations to the commission for such changes in the draft report as it deems desirable.” C.G.S. §7-191(b).
5. “If the [Council] makes no recommendations for changes in the draft report to the commission within such fifteen days, the report of the commission shall be final and the [Council] shall act on such report. If the [Council] makes recommendations for changes in the draft report to the commission, the commission shall confer with the [Council] concerning any such recommendations and may amend any provisions of the ... charter amendments ..., in accordance with such recommendations, or the commission may reject such recommendations. In either case the commission shall make its final report to the [Council] not later than thirty days after receiving such recommendations.” C.G.S. §7-191(c).
6. “Not later than fifteen days after receiving the final report, the [Council], by a majority vote of its entire membership, shall either approve the proposed ... charter amendments ... or reject the same or separate provisions thereof. Not later than forty-five days after a vote of the [Council] to reject such matter, a petition for a referendum thereon, signed by not less than ten per cent of the electors of such municipality, as determined by the last-completed registry list thereof, and filed and certified in accordance with the provisions

of section 7-188, may be presented to the [Council]. Not later than thirty days after approval by the [Council] or the certification of such a petition ... the portion of the charter ... being amended shall be published at least once in a newspaper having a general circulation in the municipality with a notice that a complete copy of the ... amendment is available in the town clerk's office and that a copy shall be mailed to any person who requests a copy. The town clerk shall mail or otherwise provide such copy to any person who requests a copy.” C.G.S. §7-191(d).

7. “The [Council] shall, by a majority vote of its entire membership, determine whether the proposed ... amendments ... shall be submitted to the electors for approval or rejection at a regular election or at a special election warned and held for that purpose, which shall be held not later than fifteen months after either the approval by the [Council] or the certification of a petition for a referendum.” C.G.S. §7-191(e).
8. “The proposed ... charter amendments ... shall be prepared for the ballot by the [Council] and may be submitted in the form of one or several questions; and, if approved by a majority of the electors of the municipality voting thereon at a regular election or if approved by a majority which number equals at least fifteen per cent of the electors of the municipality as determined by the last-completed active registry list of such municipality at a special election, such proposed ... charter amendments ... shall become effective thirty days after such approval unless an effective date or dates are specified therein, in which event the date or dates specified shall prevail.” C.G.S. §7-191(f).
9. “Not later than thirty days after the approval by the electors of any proposed ... charter amendments ..., the town or city clerk shall file, with the Secretary of the State, (1) three certified copies thereof, with the effective date or dates indicated thereon, and (2) in the

case of the approval of charter ... amendments, three certified copies of the complete charter ... incorporating such amendments. The Secretary of the State shall distribute two copies, whether tangible or intangible in form, to the State Library, where a file of such ..., charter amendments ... shall be kept for public inspection.” C.G.S. §7-191(g).