

## Roles and Responsibilities

### 2016-2017 Charter Review Commission

#### **Charter Review Commission:**

- Charged with review of City Charter provisions as identified and passed by the City Council.
- Charter Review Commission may, upon completion of Council charge, consider other matters as time permits.
- Commission may divide into Committees to consider individual items of the charge, and hold committee meetings supported by City staff: the office of the City Manager and City Attorney.
- Commission will hold meetings as determined to be necessary, and will hold three public hearings for citizen before finalizing their report to the City Council.
- Commission will also be present at specified “Citizens to be Heard” events on Wednesday evenings, in the Council Chambers.
- A final report will be presented to the City Council at a B Session, and then will be scheduled for a City Council A Session for consideration by the Council.

#### **City Staff:**

- The Office of the City Manager will prepare all meeting agendas and locations, as well as the final report of the Commission.
- City staff will be available to assist the Commissioners in completing their Charge.
- The Office of the City manager will coordinate with the Office of the City Attorney and others as needed to provide background and research materials to the Commission.
- The Office of the City Attorney will conduct all legal research required by the Commission and provide legal advice to the Commission.

#### **Mayor and City Council:**

- Develop the scope of the charge for the Commission, finalized by the passage of an ordinance.
- Receive the final report from the Commission at a B Session.
- During the summer of 2017 Council considers the report and decides whether and when to have an election on amendments to the City Charter. Earliest election that Council can order is November of 2017.
- If November election is selected, then Council will order the Special Election by August 21, 2017 (Monday). Last regularly scheduled meeting of Council before that date is August 17, 2017.
  - Canvass the results of the Special Election by November 18, 2017 (Saturday). May be able to canvass on last regularly scheduled A Session on Thursday, November 16, 2017.
  - Mayor then sends certification of election results and amendment of Charter to Secretary of State.