

WORK PLAN OUTLINE

OVERVIEW OF DEVELOPMENT PROCESS

1. **DEFINE PROCESS**

Establish the amendment deliberation and adoption process.

2. **SET TIMELINES**

Overlay timelines, durations, and key deadlines following adoption of the amendment process.

3. **INTEGRATE PUBLIC OUTREACH**

Overlay public outreach efforts.

4. **FINALIZE WORK PLAN**

Combine the amendment process, timelines, and public outreach into a single, adopted work plan.

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OBJECTIVES

- **TRANSPARENCY**

Establish a predictable, defined process from initial concept through ballot referral.

- **EQUAL OPPORTUNITY**

Ensure each commissioner can introduce amendments and have them considered on the same terms.

- **ACCOUNTABILITY**

Require proposed amendments to have a clearly identified sponsor(s) and posted to public website.

- **CONSENSUS**

Use clear stages and decision points, with Commission deliberation and votes at each step.

- **TIMELINESS**

Identify and meet required deadlines using intermediate milestones to keep the process on track.

- **ENGAGEMENT**

Create and integrate a coordinated public outreach program aligned with the amendment process.

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AMENDMENT DELIBERATION & ADOPTION PROCESS

1. CONCEPT DISCLOSURE

- Commissioners disclose Charter amendment topics of interest in regular meeting
- No debate, advocacy, or voting
- Purpose is awareness, overlap identification, and voluntary proposal coordination
- Commissioners may submit a proposal without participation in Concept Disclosure

2. PROPOSAL INTAKE

- Standardized intake form submitted to Chair; automatically qualifies for “First Reading”
- Identifies primary sponsor, optional co-sponsors, purpose, scope, & affected Charter section(s)
- Final amendment language not required
- Proposal assigned a reference number and posted publicly to Charter’s website

3. FIRST READING

- Proposals are read into the record at regular meeting
- Clarifying questions allowed, no advocacy or debate
- Threshold (6) affirmative votes required to advance to “Second Reading”

4. SECOND READING

- Amendment proposals published on Commission’s meeting agenda by number
- Sponsor and co-sponsors present to Commission
- Full Commission debate and deliberation
- Majority vote required to advance to “Committee Eligibility Portfolio”

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AMENDMENT DELIBERATION & ADOPTION PROCESS, CONT.

5. COMMITTEE ELIGIBILITY PORTFOLIO

- All proposals passing “Second Reading” grouped together into Portfolio
- Commission reviews Portfolio holistically and determines committee capacity
- Majority vote required to advance proposals to “2026 Committee Study”
- Proposals not advanced remain eligible for 2027 consideration
- Option to bypass committee study by Commission vote (advance directly to “Drafting”)

6. 2026 COMMITTEE STUDY

- One committee formed per approved proposal
- Commission approves committee charge
- Committees operate within approved scope and work plan
- Committees analyze proposal, identify options and investigate potential interactions
- Committees report findings and recommendations to Commission for consideration
- Majority vote required to advance to “Drafting”

7. DRAFTING

- Commission forms a drafting committee
- Proposals converted into ballot-ready language
- Drafted amendments grouped into final Portfolio and reviewed holistically
- Majority vote required to advance to “Ballot Referral” eligibility

8. BALLOT REFERRAL

- Amendments considered individually, not as a slate
- Majority vote required to refer a proposed amendment
- Approved amendments referred to the auditor for ballot placement