

Charter Amendment Process

INITIAL PROPOSAL → BALLOT REFERRAL

1 CONCEPT DISCLOSURE

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



2 PROPOSAL INTAKE

Submission deadline: March 18,
2026

- Standardized intake form submitted to Chair and Staff; automatically qualifies for First Reading
- Identifies primary sponsor, optional co-sponsors, purpose, scope, and affected Charter section(s)
- Final amendment language is not required at this stage
- Proposal assigned a reference number and posted publicly to the Charter's website



3 FIRST READING

Complete by: March 18, 2026

- ◆ Decision Point — 5 affirmative votes required to advance
- Title and sponsor name are read into the record at a regular meeting
- 5-minute presentation, inclusive of questions by Commissioners
- Clarifying questions allowed — no advocacy or debate
- Solicit optional co-sponsorship from fellow Commissioners
- Encourage consolidation of similar proposed amendments
- Sponsor may consider deferment to next year's ballot
- 5 affirmative votes required to advance to Second Reading

4 SECOND READING

Ideal: May 27 · Last: June 3, 2026

◆ Decision Point — Majority vote required to advance

- Amendment proposals published on the Commission's meeting agenda by reference number
- Sponsor and co-sponsors (optional) present to Commission
- 15-minute deliberation per amendment, inclusive of a 3–5 minute presentation by sponsor and co-sponsor
- Sponsor may distribute handouts to Commission ahead of presentation (optional but desirable; provided to staff by the Second Reading deadline)
- Full Commission debate and deliberation
- Majority vote required to advance to Committee Study
- Study Committee panel formed upon passage

Vote fails → Reconsider for 2027

5 COMMITTEE STUDY

Presentations: Apr 8 — Jun 24, 2026

- Committee convened upon successful passage of Second Reading (subject to OPMA)
- Committee includes main sponsor, co-sponsor(s), and other interested Commissioners — up to 7 members total
- One committee formed per approved proposal
- Commission approves the committee charge and scope
- Committees operate within the approved scope and work plan
- Committees analyze the proposal, identify options, and investigate potential interactions
- Committee schedules time to present findings to the full Commission
- Majority vote required to advance to Drafting & Ballot Referral

6 DRAFTING & BALLOT REFERRAL

Final proposals: Jul 1 · Final Vote: Jul 22 · Auditor: Aug 4, 2026

○ Combined Step — 8 affirmative votes required for ballot placement

- Commission forms one drafting committee to review all approved amendment proposals
- Drafting committee may begin work as amendments become eligible (subject to OPMA)
- Proposals converted into ballot-ready language
- Drafted amendments grouped into a final Portfolio and reviewed holistically
- 8 affirmative votes required to advance an amendment to the ballot

- Commission determines how many — and which — proposed amendments appear on the 2026 ballot
- Approved amendments referred to the County Auditor for ballot placement

PROCEDURAL NOTES

- If a proposal fails to advance at any point, it is no longer eligible for 2026 but may be resubmitted for 2027 consideration by the Commission.
- Sponsors may voluntarily request deferral to the 2027 ballot at any stage.
- Sponsors may withdraw their proposal; co-sponsors are offered the option to become the new sponsor. If no co-sponsor wishes to take over, the proposal is no longer eligible for 2026.

Click any stage to expand details · ♦ Decision points require a Commission vote to advance
Failed votes → ineligible for 2026; may be resubmitted for 2027 consideration