

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 and Staff; automatically qualifies for “First Reading”
- Identifies primary sponsor, optional co-sponsors (to be selected during First Reading), 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

- Title and sponsor name are read into the record at regular meeting
- 5-minute presentation, inclusive of questions by Commissioners
- Clarifying questions allowed, no advocacy or debate
- Solicit optional co-sponsorship
- Encourage consolidation of similar proposed amendments
- Consideration by sponsor of deferment to next year’s ballot
- Threshold ~~(6)~~(5) 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 (optional) present to Commission
- 15-minute deliberation per amendment, inclusive of 3-5 minute presentation by sponsor and a co-sponsor (informative, not necessarily detailed as will be expected from the committee study)
- Sponsor can distribute handouts to Commission ahead of presentation (optional, but desirable; to provided to staff by deadline for your second reading and then distributed to Commission
- Full Commission debate and deliberation
- Majority vote required to advance to "Committee Study"
- Study Committee panel formed

5. COMMITTEE STUDY

- Committee convened upon successful passage of Second Reading and can begin to meet (subject to OPMA)
- Committee includes main sponsor, co-sponsor(s), and other interested members of Commission (up to 7 total)
- 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
- Committee schedules time to present to Commission
- Majority vote required to advance to "Drafting & Ballot Referral"

6. DRAFTING & BALLOT REFERRAL

- Commission forms one drafting committee to review all approved amendment proposals
- Drafting committee can begin to work as approved amendments become eligible (subject to OPMA)
- Proposals converted into ballot-ready language
- Drafted amendments grouped into final Portfolio and reviewed holistically
- Eight affirmative votes required to advance to Ballot
- Determine how many, and which proposed amendments for 2026 ballot
- Approved amendments referred to the auditor for ballot placement

- PROCEDURAL DETAILS If a proposal fails to advance at any point it is no longer eligible for 2026, but it can be resubmitted for 2027 consideration by the Commission
- Sponsors can voluntarily ask to have a proposal deferred to 2027
- Sponsors can withdraw proposals; co-sponsors are offered the option to become sponsors. If no co-sponsor wishes to become the sponsor the proposal is no longer eligible for 2026