

**GENERAL OUTLINE OF ACTION REQUIRED AND DEADLINES
FOR CHARTER AMENDMENTS**

California Elections Code 9255 – City or City and County Charter proposals submitted to voters.

(a) The following city or city and county charter proposals shall be submitted to the voters at either a special election called for that purpose, at any established municipal election date, or at any established election date pursuant to Section 1000, provided that there are at least 88 days before the election:

- (1) A charter proposed by a charter commission, whether elected or appointed by a governing body. A charter commission may also submit a charter pursuant to Section 34455 of the Government Code.
- (2) An amendment or repeal of a charter proposed by the governing body of a city or a city and county on its own motion.
- (3) An amendment or repeal of a city charter proposed by a petition signed by 15 percent of the registered voters of the city.
- (4) An amendment or repeal of a city and county charter proposed by a petition signed by 10 percent of the registered voters of the city and county.
- (5) A recodification of the charter proposed by the governing body on its own motion, provided that the recodification does not, in any manner, substantially change the provisions of the charter.

(b) Charter proposals by the governing body and charter proposals by petition of the voters may be submitted at the same election.

(c) The total number of registered voters of the city or city and county shall be determined according to the county elections official's last official report of registration to the Secretary of State that was effective at the time the notice required pursuant to Section 9256 was given. *(Amended by Stats. 2002, c. 53, §1)*

ACTION

DEADLINE

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| <ol style="list-style-type: none">1. Proponents file with City Clerk: (EC 9202, 9203) <ol style="list-style-type: none">(a) Request for ballot title/summary(b) Address of proponents(c) Notice of Intention (1-3 proponents)(d) Reasons for proposed petition (500 words)(e) Pay \$200 filing fee 2. City Clerk sends proposed measure to City Attorney (EC 9203 and 9256) | <p>Immediately after Item #1.</p> |
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| 3. | City Attorney returns title/summary to Clerk (EC 9203) | Within 15 days after Item #1. |
| 4. | City Clerk furnishes copy of ballot title and summary to proponents (EC 9203 (b)) | After Item #3. |
| | <p>Pursuant to EC 9204, “Any elector of the city may seek a writ of mandate requiring the ballot title or summary prepared by the city attorney to be amended. The court shall expedite hearing on the writ. A peremptory writ of mandate shall be issued only upon clear and convincing proof that the ballot title or summary is false, misleading, or inconsistent with the requirements of Section 9203.”</p> <p><i>(Amended by Stats. 2002, c. 237, §2)</i></p> | |
| 5. | Proponents publish notice of intention (EC 9205 and 9256) | After Item #4. |
| 6. | Proponents file publication of affidavit with City Clerk (EC 9206) | Within 10 days of item #5. |
| 7. | Proponents circulate petitions (EC 9207, 9256, 9257, 9258, 9259, 9260, 9261, 9262, and 9263)and 9256) | After Item #5. |
| 8. | Proponents file petition (EC 9265) | 180 days from completion of Item #3. |
| 9. | Examination of signatures (EC 9114, 9115, 9266) | Within 30 days of item #8 (Saturdays, Sundays & holidays excluded) |
| 10. | If petition signatures are sufficient, City Clerk to certify sufficiency (EC 9114) | Next regular Council meeting following completion of item #9. |

NOTE: If petition is sufficient, more detailed information will be provided on additional steps leading to election, etc.

11. If petition is insufficient, no further action shall be taken.

GENERAL INFORMATION

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| 1. | Number of signatures required for a charter amendment proposed by a petition [EC 9255(3)] | *15% of the registered voters. |
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* 15% determined according to last official report of registration to the Secretary of State effective at time notice of intent given.

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| 2. | Number of registered voters as of 10/20/11 | 72,995 *15% = 10,949 |
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Note: This estimate provided simply to give an idea of how many registered voters there are as of this date; however, the 15% will be calculated based on the last official report of registration to the Secretary of State effective at the time a notice of intent is filed.