

## **RECOMMENDED STEPS AND TIMELINE:**

### **PLACING A CHARTER AMENDMENT QUESTION ON THE BALLOT BY CITIZEN PETITION IN 2016**

1. **Petitioner(s):** A resident or group of residents prepares the text of the desired amendment.
2. **Petitioner(s):** Prepare and submit a summary to the Charter Commission (via the City Clerk) for review if required because the text of the amendment is more than 1,000 words.
3. **Charter Commission:** Within 10 days the Commission holds a meeting to review and approve the summary.
4. **Petitioner(s):** Obtain signatures from registered Minneapolis voters. The minimum required number of valid signatures for Charter amendment petitions in 2016 is 6,869.
5. **Petitioner(s):** File the petition with the Charter Commission by delivering it to the Office of City Clerk in Room 304 of City Hall. In order for a question to be placed on the ballot for the November General Election, the petition must be submitted between May 8 and July 12, 2016.
6. **Elections & Voter Services Division:** Has 10 days to verify that the petition is signed by a sufficient number of registered Minneapolis voters.
7. **Elections & Voter Services Division:** If there are not enough valid signatures, returns the petition to the petitioners, who have up to 10 additional days to collect more valid signatures and make a second submission.
8. **Elections & Voter Services Division:** After a second submission (if necessary), the division has five days to verify the additional signatures. If there are enough valid signatures, the petition goes to the Charter Commission. If there are still not enough signatures, no further action is taken.
9. **Charter Commission:** At either a regular or specially called meeting, the petition is transmitted to the City Council.
  - *Last regular Charter Commission meeting for this step: Aug. 3, 2016.*
10. **City Council:** Receives the transmission at its next meeting and refers it to the Intergovernmental Relations (IGR) Committee.
  - *Last regular Council meeting for this step: Aug. 5, 2016.*
11. **IGR Committee:** Recommends ballot language relating to the question to the City Council for final approval.
  - *Last regular IGR Committee meeting for this step: Aug. 11, 2016.*

12. **City Council:** Considers the recommendation of the IGR Committee and approves final ballot language.

- *Last regular Council Meeting for this step: Aug. 19, 2016.*

13. **Mayor:** Signs the action of the City Council, and it is published.

- *Actions taken at the Aug. 19, 2016, Council meeting will require early publication.*

14. **Elections & Voter Services Division:** Provides the approved ballot language to Hennepin County at least 74 days prior to the General Election.

- *Deadline for this step: Aug. 26, 2016.*

15. **Office of the City Clerk:** Publishes the full text of the amendment and the actual ballot language once each week in the two weeks prior to the election in a newspaper with a paid circulation of at least 25,000 copies.

- *2016 Publication Dates: Weeks of Oct. 16 and Oct. 23, 2016.*

16. **General Election:** The question appears on the ballot November 8, 2016, and requires a 'yes' vote of 51% of those voting on it. An amendment that concerns the sale of intoxicating liquor or wine must pass with a 'yes' vote of 55% of those voting on the question.

17. **Effective Date:** An amendment that passes becomes effective 30 days after the election unless the amendment itself includes a different effective date.

*Note: In addition to their regular meetings, the Charter Commission, City Council, and Intergovernmental Relations Committee may schedule special meetings.*