

## **OUTLINE FOR PROCEDURES IN RULE 4 OF THE CHARTER COMMISSION RULES**

The following are the steps to be taken for each proposal to amend the Charter.

1. Introduction of Proposal (a)<sup>1</sup>
2. Adoption or Approval by the Commission (b)
3. First Referral to Committee on Style (b)
  - a. Consideration and Report to Commission from Committee on Style (c)
4. Consideration of the Report by the Commission (d)
5. Adoption or Approval by the Commission and then:
  - a. Mandatory Referral to Legal Counsel for Legality and Compliance with Laws (e)
  - b. Discretionary Referral to Appropriate Agencies, Organizations or Persons for Recommendations (e)
6. Recommendations from Legal Counsel or Agencies, Organizations or Persons (f)
7. Reconsideration of Proposal by Commission and Substantive or Legal Changes Made as Necessary (f)
8. Reconsideration and/or Adoption or Approval of Substantive and/or Legal Changes (g)
9. Second Referral to Committee on Style
  - a. Committee on Style Reports on Final and Proper Arrangement and/or Order of Proposed Amendments (g)
10. Review of Tentatively Approved Proposal by Commission; Consideration of its Merits; Including How the Proposal Relates to the Charter as a Whole (h)
11. Approval of Proposal by Commission (i)
12. Submission of Approved Proposal to the Committee on Submission and Information (i)
  - a. Committee Proposes the Form of the Proposed Amendment to be Submitted to the Electorate
  - b. Committee May not Approve Amendments as One Package
  - c. Committee Also Proposes and Implements a Public Education Program for Proposed Amendments

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<sup>1</sup> Letters in parentheses following text refer to subsections of Rule 4