

CHARTER REVISION COMMISSION SCHEDULE – TENTATIVE

2022

State Election Year

1. Town Council Meeting – **May 12, 2022** - Council appoints between 5-15 electors (not more than one-third of whom may hold another public office in the municipality, and with no more than a bare majority from the same political party) to Charter Revision. Also, the Town Council can make recommendations for Charter Revision at this time. The Town Council will also set the date for the Draft Report (suggested date **June 16th**) to be submitted to the Town Clerk. [CGS §7-190(a), 7-190(b)]
2. **Suggested date – May 16, 18** - Organizational meeting is held. Chairperson is elected. Meeting dates are scheduled.
3. Charter Revision Commission (CRC) - Schedule first public hearing. Must be prior to the beginning of any substantive work on charter amendments [CGS §7-191(a)] **May 24th (five days notice in newspaper)**
4. CRC will meet according to meeting schedule.
5. Schedule second Public Hearing. Must be after the draft report to the Town Council has been completed, but not submitted, after which hearings the CRC may amend such report. The CRC may hold such other public hearings, as it deems necessary. [CGS §7-191(a)] **June 14 or 15th**
6. **June 16th** - CRC must submit draft to Town Clerk. [CGS §7-191(b)]
7. **June 21st** - Town Clerk submits draft to Town Council. [CGS §7-191(b)]
8. **Suggested date – July 12th** - Public Hearing by Town Council. The Council shall hold at least one public hearing on the draft report and shall hold its last hearing not later than forty-five days after the submission of the draft report to such clerk. [CGS §7-191(b)]
9. **Suggested date – July 26th** - Council must make recommendations within 15 days of Public Hearing to CRC. If the Council makes no changes, then this becomes the final draft. [CGS §7-191(b), 7-191(c)]
10. If needed the CRC has thirty days to make changes and submit final draft to Town Council. [CGS §7-191(c)]
11. Special Town Council Meeting may be needed - Council has fifteen days to accept or reject final draft. [CGS §7-191(d)]. May not be needed if CRC has no changes (see Item #10)
12. Town Council Meeting – **September 6th** – Election statutes states the last day to approve the question is September 8, 2022 – Last day for municipality to approve question(s) to appear on ballot at election (November 8, 2022). Town Clerk must keep full text of question on file

in her office open to public inspection from time question is approved for submission through election. [CGS §9-370, 9-369a]

13. Town Council can authorize explanatory text. [CGS §9-369b(a)]
14. **September 15, 2022** – Blank ballots are available for military and electors residing overseas. [CGS §9-153f]
15. **September 23, 2022** – Last day for Town Clerk to file with the Secretary of the State a statement setting forth the designation of each question to be voted on as it will appear on the voting machine, the date upon which the submitting action was taken, and a reference to the law under which such action was taken. [CGS §9-369a]
16. **Suggested date – October 6, 2022** - Not later than thirty days after approval by Town Council the proposed charter amendments shall be published in full at least once in a newspaper having a general circulation in the town. [CGS §7-191(d)]
17. **October 7, 2022** – Absentee ballots are available
18. **November 8, 2022** – State Election
19. **December 7, 2022** - Charter takes effect thirty days after the approval of the electors. [CGS §7-191(g)]