

Charter Revision

Or

Adoption of a New Charter

By Order of Select Board:

- Municipal officers determine consideration of adoption of charter and establish charter commission
 - Within 30 days of consideration of order the questions must be submitted for vote
 - At least 90 days after order, vote at next regular or special election
 - Must be voted by referendum in the booth

“Shall a Charter Commission be established for the purpose of revising the Municipal Charter or establishing a New Municipal Charter?”

- Into this has to be build time to have a public hearing, ballots printed and the “stick” programmed.

Petition by Voters:

- 20% certified voters at last gubernatorial election (562)
- 5 voters constitute petitioner’s committee
 - These 5 will be circulator’s of the petition; they can designate additional voters to circulate petition
- Clerk must prepare petition forms at the town’s expense
- Petition must be filed within 120 days of the date of issue by the Clerk
- All petition forms must be filed with the Clerk at the same time
 - Within 20 days of filing signatures must be certified
- Within 30 days of receipt of certified petition, officers shall by order either a special town election (at least 90 days after order) or have an article on ballot at next municipal election

Charter Commission:

1. Members of charter commission must be elected (6 members); three appointed members (one can be select board member). Appointed members do not have to be residents of municipality.
 - Within 30 days after election must be appointed by Select Board
2. Clerk sets date of organizational meeting with at least 7 days’ notice
3. Municipality must provide to commission (free of charge) office space, clerical support
4. Select board must commit at least \$100 to a charter commission account (within 20 days)

- Donations of greater than \$5 by persons or entities must be disclosed in writing with the Clerk
- Prior to termination of commission, commission must file an accounting with the Clerk

Commission hearings, reports, time limits:

- Must provide 10 days' notice in paper of hearings
- Within 9 months of election must have preliminary report including text of proposed charter, have report printed and circulated throughout town, provide copies to Clerk for anyone wanting one
- Within 12 months final report must be submitted to select board
 - Must include: full text and explanation of proposed charter or revision, comments, indication of major differences between current and proposed charter, written opinion of attorney that proposed charter does not violate constitution or general laws
- Municipal officers can extend timelines for up to 24 months
- Once final report is filed, municipal officers must take it to next regular or special election (at least 35 days after report submission)
- Commission dissolves 30 days after final report submission

Referendum Costs	
Coding	\$ 420.00
Coding Stick Rental	\$ 50.00
Machine Rental	\$ 1,950.00
Ballot Printing	\$ 1,675.00
Absentee Mailing	\$ 395.00
Total	\$ 4,490.00