

**2020 ALACHUA COUNTY CHARTER REVIEW COMMISSION
WORKPLAN and TIMELINE**

Meetings may be cancelled or rescheduled
PH=Public Hearing

Date (2020)	Agenda Release	Backup Materials to Liaison	Time and Location
January 22 Meeting	January 15	January 14	5:30 PM, Jack Durrance Auditorium 12 S.E. 1 st Street Gainesville, Florida
January 29 Meeting	January 22	January 21	5:30 PM, Jack Durrance Auditorium 12 S.E. 1st Street Gainesville, Florida
February 12 Meeting	February 5	February 4	5:30 PM, Jack Durrance Auditorium 12 S.E. 1st Street Gainesville, Florida
February 26 Meeting	February 19	February 18	5:30 PM, Jack Durrance Auditorium 12 S.E. 1st Street Gainesville, Florida
March 11 Meeting	March 4	March 3	5:30 PM, Jack Durrance Auditorium 12 S.E. 1st Street Gainesville, Florida
March 25 Meeting	March 18	March 17	5:30 PM, Jack Durrance Auditorium 12 S.E. 1st Street Gainesville, Florida
March 31		Submittal deadline	
April 22 Meeting	April 15	April 14	5:30 PM, Jack Durrance Auditorium 12 S.E. 1st Street Gainesville, Florida
April 29 Meeting	April 22	April 21	5:30 PM, Jack Durrance Auditorium 12 S.E. 1st Street Gainesville, Florida
May 13 PH #1	May 6	May 5	5:30 PM, Jack Durrance Auditorium 12 S.E. 1st Street Gainesville, Florida
May 27 PH#2	May 20	May 19	5:30 PM, Jack Durrance Auditorium 12 S.E. 1st Street Gainesville, Florida
June 10 PH#3	June 3	June 2	5:30 PM, Jack Durrance Auditorium 12 S.E. 1st Street Gainesville, Florida
June 12		Final ballot language to Supervisor of Elections	

EVALUATION PROCESS (from adopted Rules of Procedure, as amended)

Submission/consideration of proposals: Any member of the Commission, the public, or other interested party may submit one or more proposed Charter amendments. Submittals are not expected to be in final form. Proposals may be submitted via the Charter Review Commission website, mail or email. Each proposal should address only one subject.

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Commission staff shall compile a list of submitted proposals. The list of proposals shall be emailed to each Commission member weekly and staff will provide each Commission member with the proposals list along with backup materials respectively as part of the agenda materials for each meeting.

On March 31, 2020, the Charter Review Commission shall no longer consider new submittals. The online submission form shall be removed from the website on this date.

Narrowing of submitted proposals: Only proposals on the above-noted list shall be considered by the Commission for further discussion. A proposal may be placed before the Commission if a member makes a motion to consider a listed proposal and the motion is properly seconded ("Commission sponsors.") The member's motion may combine two or more proposals on the list if their subject matter is the same.

Beginning with the January 29 meeting until March 31, the agenda shall list proposals within topic area for advancement or elimination. The procedure shall be as follows:

- Commission Chair presents topic (or proposal, if only one submitted in the topic area);
- A motion and second to advance a topic/proposal to the next stage, or eliminate from further consideration;
- Commission discussion of the motion;
- Public comment on the motion; and
- Final Commission discussion and vote, which shall require an affirmative vote of a majority of the entire Commission.

When evaluating proposals, a proposed amendment: must not be in conflict with the Constitution; cannot establish, amend or repeal the County budget, existing debt obligations, the comprehensive plan, or zoning or re-zoning of land; should avoid specific dollar amounts that can only be changed by charter amendment; should not reference actual statute numbers; should not duplicate statute provisions; should avoid usurping the authority of the Board of County Commissioners; should avoid matters that would be more appropriate as ordinances; should be clear, concise and understandable; should embrace only one subject matter; should be limited in number.

If, during this initial phase, a proposal (as amended) receives the affirmative vote of a majority of the entire Commission, the proposal shall be submitted for legal review and research. Action by the Commission at this point does not necessarily imply that the proposal will be submitted to the voters for their consideration.

Drafting phase:

Step 1. Legal counsel will review the proposal and provide a report to the Charter Review Commission concerning the legality of proposal.

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Step 2. After an affirmative majority vote of the entire Commission, the CRC forwards the proposal to legal counsel for the drafting of the amendment and ballot language.

The Commission shall then consider the actual proposed amendment and ballot language. After consideration, the Commission shall vote whether or not to move the proposal forward to the public hearing phase. If the proposal receives an affirmative vote of a majority of the entire Commission, the Chair shall place it on the agenda for the public hearings. If the proposal does not receive a favorable vote of the Commission, the proposal shall no longer be considered.

Public Hearing Phase/Final Report: The Commission shall hold three public hearings. At the conclusion of the final public hearing, the Commission shall consider the proposals for a final vote. Those proposals receiving a majority vote of the entire Commission shall be forwarded to the Board of County Commissioners in a final report requesting that the proposals be placed on the ballot.