

**CHARTER REVISION TIME-LINE**  
**2025 - 2026**

Step	Applicable Statute	Action Item	Suggested Date	Due On or Before	Notes / Recommendation
		ELECTION DAY		11/3/2026	
		<b>TO BEGIN</b>			
Step 1:	C.G.S. 7-188(b)	Proposal initiated by 2/3 vote of a resolution by the Town Council.		8/4/2025	When the vote is taken to form the commission this kicks off the timeline.
Step 2:	C.G.S. 7-190(a)	Appointment of Charter Revision commission within 30 days of Step 1. The appointing authority by resolution shall appoint a commission of not fewer than 5 but nor more than 15 electors.		9/2/2025	not more than 1/3 of whom may hold any other public office. 9-167a still applies.
	C.G.S. 1-225(b)	The chairperson or secretary of any such public agency of any political subdivision of the state shall file, not later than January thirty-first of each year, with the clerk of such subdivision the schedule of regular meetings of such public agency for the ensuing year, and no such meeting of any such public agency shall be held sooner than thirty days after such schedule has been filed.		11/21/2025	
		<b>APPROVAL PROCESS - COMMISSION DEVELOPS &amp; SUBMITS PROPOSALS</b>			
Step 3:	C.G.S. 7-191 (a)	<b>Public Hearing #1</b> - - The Charter Revision Commission shall hold <b>at least two public hearings</b> on the proposed charter, charter amendments or home rule ordinance amendments; <b>one prior to the beginning of any substantive work on such charter</b> and one after the draft report to the appointing authority has been completed, but not submitted.			Charter Revision Public Hearing Prior to substantive work.
Step 4:	C.G.S. 7-191 (a)	<b>Public Hearing # 2</b> - - The Charter Revision Commission shall hold at least two public hearings on the proposed charter, charter amendments or home rule ordinance amendments; one prior to the beginning of any substantive work on such charter <b>and one after the draft report to the appointing authority has been completed, but not submitted.</b>			Charter Revision Public Hearing prior to submitting to Town Council. Draft of Charter should be voted on & completed by 4/30/26. Suggested date for Public Hearing 4/23/2026 or earlier. <b>Legal Notice to be Published April __ 2026.</b>

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		(AFTER 2ND PUBLIC HEARING) CHARTER REVISION DRAFT REPORT SENT TO TOWN CLERK WHO SHALL SUBMIT SUCH REPORT TO THE APPOINTING AUTHORITY		5/15/2026	Charter Commission will approve Final Report and send to Town Clerk. The Town Clerk will send the report to TC and it will be added as an agenda item for their __/__/26 meeting - Resolution introduction
		Introduction of Resolution for Town Council Public Hearing		5/15/2026	Agenda Item
		CHARTER REVISION CHANGES / REPORT DUE TO THE TOWN COUNCIL	Friday, May 15, 2026	5/15/2026	
Step 5:	C.G.S. 7-191 (b)	TOWN COUNCIL TO HOLD PUBLIC HEARING  The Town Council must hold at least one public hearing within 45 days of the Town Clerk receiving the Charter Revision Commission's draft report.		6/29/2026	
Step 6:	C.G.S. 7-191 (b)	Town Council, within 15 days of last public hearing, recommends changes to the Charter Revision Commission. If no changes are recommended, the draft report becomes final after the 15th day.	Monday, July 13, 2026	7/13/2026	Agenda item needed for TC meeting
	C.G.S. 7-191(c.)	Charter Revision Commission has 30 days to accept or reject recommended changes from the Town Council and issue its final report.		8/12/2026	Final Report of Charter Commission Due to Council

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Step 7:	C.G.S. 7-191(d)	<p>Town Council, by majority vote, has <b>15 days</b> after Commission's final report to do one of the following:</p> <ul style="list-style-type: none"> <li>a. approve the proposed changes in toto;</li> <li>b. approve the proposed changes in part;</li> <li>c. reject the proposed changes in toto;</li> <li>d. hold a referendum after submission of a petition for a referendum filed within 45 days after rejection of proposal. Referendum by petition is mandatory.</li> </ul>		8/27/2026	<p>Not later than thirty days after approval by the appointing authority or the certification of such a petition (1) the proposed charter shall be published in full at least once in a newspaper having a general circulation in the municipality, or (2) the portion of the charter or home rule ordinance being amended shall be published at least once in a newspaper having a general circulation in the municipality with a notice that a complete copy of the charter or home rule ordinance and amendment is available in the town clerk's office and that a copy shall be mailed to any person who requests a copy. The town clerk shall mail or otherwise provide such copy to any person who requests a copy.</p>
Step 8:	C.G.S. 7-191(e.) & C.G.S. 7-191(f)	<p>Town Council, after approval or petition is filed in accordance with Step 6d, must hold a referendum <b>within 15 months</b>, and determine whether the vote on the proposed revisions will be held at either:</p> <ul style="list-style-type: none"> <li>a. A regular election, in which case a simple majority voting in favor is sufficient for approval.</li> <li>b. A Special election, in which case, a majority equal to at least 15% of a the qualified voters, voting in favor is necessary for approval.</li> </ul>	Tuesday, November 3, 2026	11/3/2026	

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Step	Applicable Statute	Action Item	Suggested Date	Due On or Before	Notes / Recommendation
		Last Day For municipality to approve question to appear on ballot at November Election per SOTS election calendar.	Monday, August 17, 2026	<b>9/4/2026</b>	QUESTIONS ON BALLOT. Last day for municipality to approve question to appear on ballot at election, unless otherwise specifically provided by the general statutes. (Sec. 9-370). Municipal clerk must keep full text of question on file in his office open to public inspection from time question is approved for submission through election. (Sec. 9-369a)
Step 8:	C.G.S. 9-369(a)(b)	If the referendum is to be held according to Step 7a, the Town Clerk must submit the question(s) to be voted upon to the Secretary of the State at least 45 days prior to the election.	Friday, September 18, 2026	Friday, September 18, 2026	QUESTIONS ON BALLOT. Last day for municipal clerk to file with 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. (Sec. 9-369a)
Step 10:	C.G.S. 9-371	Within 15 days after the election, the Town Clerk must notify the Secretary of State in writing of the vote.		<b>11/15/2026</b>	Town Clerk
Step 9:	C.G.S. 7-191(g)	Within 30 days after approval, the Town Clerk must file three certified copies of the changes with the Secretary of State.		<b>12/3/2026</b>	Town Clerk