



Connecticut Towns that Have Recently Undergone Charter Review/Revision

1. Chester (2024)
2. Danbury (2024)
3. Granby (2023)
4. Killingsworth (2023)
5. Lebanon (2023)
6. New Haven (2023)
7. Norwalk (2023)
8. South Windsor (2024)
9. Stamford (2023)
10. Andover (2022)
 - a. Andover considered 4 separate sections for revisions to its Charter. Three (3) sections were revised, and one (1) proposed revision was rejected by electoral vote.
11. Berlin (2022)
 - a. Berlin considered four (4) sections for revisions to its Charter. All 4 proposed revisions were rejected by electoral vote.
12. Bristol (2022)
 - a. Bristol revised its Charter for consistency and terminology. The proposed revisions passed by electoral vote.
13. Cromwell (2022)
 - a. Cromwell considered three (3) separate questions for revisions to the Charter. Two 2 proposed revisions passed, and one (1) was rejected by electoral vote.
14. East Hartford (2022)
15. Hamden (2022)
16. Newington (2022)

BASIC STEPS FOR REVISING OR DEVELOPING A MUNICIPAL CHARTER

Below is a simple step-by-step outline of the charter development or revision process, as prescribed in *Connecticut General Statutes (CGS) 7-188* "Initiation of action for adoption, amendment or repeal of charter or home rule ordinance."

STEP 1: INITIATION

A charter revision proposal must be initiated by either a 2/3 vote of the entire membership of the municipal appointing authority (town or city council, board of selectmen, etc.), or a petition signed by not less than 10% of the electorate.

CGS §7-187(a); §7-188(b)



STEP 2: APPOINTMENT

Within 30 days, the appointing authority must appoint a charter commission, charter revision commission, or home rule ordinance revision commission. The commission must consist of five to fifteen electors (registered voters), not more than 1/3 of whom may hold another public office in the municipality, and with no more than a bare majority from the same political party. "The commission shall proceed forthwith to draft a charter or amendment to the existing charter, or amendments to the home rule ordinance as the case may be."

CGS §7-190(a)



STEP 3: PUBLIC HEARINGS

The commission must hold at least two public hearings; one prior to beginning "substantive work," and one after the commission has completed a draft report, but before submitting it to the appointing authority. The commission may hold other meetings it deems necessary.

CGS §7-191(a)



STEP 4: SUBMISSION

The appointing authority shall prescribe a date, no later than 16 months from appointment, by which the commission must submit the draft report, including the proposed revisions, to the municipal clerk. Although the appointing authority can prescribe a date, decisions are not definitive.

CGS §7-190(b); §7-191(b)



STEP 5: FINAL PUBLIC HEARING

The appointing authority shall hold its last public hearing within 45 days of submission of the commission's draft report

CGS §7-191(b)



STEP 6: RECOMMENDED CHANGES

Within 15 days of the last hearing, the appointing authority may recommend changes to the draft report.

- If there are recommended changes, the commission shall confer with the appointing authority concerning such recommendations and may amend its report or reject the recommendations. In either case the commission shall make its final report within 30 days of receiving such recommendations.
- If there are no recommended changes, the commission's report becomes final and the appointing authority shall act on it.

CGS §7-191(b), (c)

**STEP 7: APPROVAL OR REJECTION BY APPOINTING AUTHORITY**

Within 15 days after receiving the final report, the appointing authority shall, by majority vote, either approve or reject the proposed changes. Following a vote to reject, a petition may be filed for referendum within 45 days after rejection by the appointing authority. The commission shall terminate upon acceptance or rejection of its final report by the appointing authority.

CGS §7-190(c); 7-191(d)

**STEP 8: PUBLICATION**

Within 30 days of the authority's approval or certification of a petition from the electorate, the charter and amendments shall be published in full at least once in a general newspaper having circulation in the municipality.

CGS §7-191(d)

**STEP 9: REFERENDUM**

After approval or the filing of a petition, the appointing authority decides by majority vote whether to hold a vote on the charter, amendments or revisions at either a regular election (majority vote of participants needed for approval), or a special election (majority equal to at least 15% of qualified electors needed for approval). The election must be held not more than 15 months after approval by the appointing authority or certification of a petition.

CGS §7-191(e), (f)

**STEP 10: CERTIFICATION**

Not later than 30 days after approval by the electors, the municipal clerk must notify the Secretary of the State, in writing, of the results. The clerk must also file three certified copies of the charter, amendments or revisions with the Secretary of the State.

CGS §7-191(g)