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M E M O R A N D U M

TO: Glenn Michalowski, Town Manager, Town of Lisbon

FROM: Kristin M. Collins

DATE: September 12, 2024

RE: **Charter Commission**

A charter revision is initiated by either the Council or petitioners requesting formation of a charter commission. It appears that the Council would be initiating this process, so this memo does not go into the particular requirements for petitions. The question would, by Council order, be put to a referendum vote. The same requirement for municipal elections applies, in that the referendum must be ordered at least 60 days prior to the election date. The same ballot could include articles to elect members to the charter commission, if it is to be formed, or a different election could be held later for that purpose.

The Council can determine the makeup of the elected charter commission members from one of the following three options:

(i) Six members elected at large;

(ii) One member per ward;

(iii) At-large and by ward, with no more than the total number of Councilors

If the voters do approve formation of a charter commission, then – in addition to the six elected members - the municipal officers will appoint three other charter commission members within 30 days after the referendum. Only one appointive member of the commission may be a Councilor (note this suggests that there is no limitation on the number of elected members who may be Councilors, but it would be a good idea to avoid flooding the Commission with existing Councilors.

The commission will have 12 months (with a possible 12-month extension) to submit a report to the Council, which the Council in turn must submit to the voters at the next regular or special election at least 60 days thereafter.

A public hearing would be held at least 10 days prior to each of the referendum to form the charter commission, and the referendum to approve any proposed charter revision. The commission's report must be posted at least two weeks prior to the vote. If approved, the clerk

certifies the results within three days and sends certificates to the Secretary of State and Law Library, and keeps a third one for the official clerk records.