

# Placing an Item on a Ballot

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May 13, 2019- City Council Work Session



# Citizen Initiated Questions Process

- Form a Petition Committee
  - At least three registered electors for initiatives, referendums or recall
  - At least five registered electors for Charter Amendment
- File petition with the City Clerk
  - Petition must include the language Petition Committee wishes to submit to the voters and contact information for the committee

# Citizen Initiated Questions Process

- Initiative Review Committee (IRC)
  - 3 people appointed by City Council
  - Review and provide comments to the Petition Committee
- Title Board
  - Chief Municipal Judge, City Attorney and City Clerk
  - Review and designate and fix a proper title, if applicable

# Charter Amendment Process

- Maximum of 90 days allowed to gather petition signatures
- Applicable Laws:
  - C.R.S. Section 31-2-210 applies to Charter Amendments and the associated signature requirements.
  - City Code Chapter 5, Article 1, Part 4 for the pre-petition process for the IRC and Title Board and other election procedures. Must be completed first before any petitions are issued or signatures gathered.
  - City Code Chapter 5, Article 1, Part 1 for timing of the election.



# Charter Amendment Process

- If ballot question is to be placed on the November 2019 Election, it would be considered a Special Municipal Election held on the coordinated November election.
- Minimum signatures needed for sufficiency as stated in C.R.S. Section 31-2-210 would be 10% of the total number of registered electors in the city on the date of filing of the Intent to Circulate petition which must include the petition title set by the Title Board.

# Charter Amendment Process

- If the question is to be placed on the April 2021 Municipal Election, it would be considered a Regular Municipal Election.
- Minimum signature requirements as stated in C.R.S. Section 31-2-10 would be 5% of the total number of registered electors in the city on the date of filing of the Intent to Circulate petition which must include the petition title set by the Title Board.

# Charter Amendment Process

- Refer to C.R.S. Sections 1-7-116(5) and 1-5-203(3)(a) for the timing of City Council Action to place item on a November 2019 Ballot.



# Initiated Ordinance Process

- Max. of 180 days allowed to gather petition signatures
- Applicable Laws:
  - City Charter Article XII
  - City Code Chapter 5, Article 1, Part 4 for the pre-petition process for the IRC and Title Board and other election procedures. Must be completed first before any petitions are issued or signatures gathered.
  - City Code Chapter 5, Article 1, Part 1 for timing of the election.



# Initiated Ordinance

- If it is to be placed on the November 2019 Election or if it is to be placed on the April 2021 Regular Municipal Election, the minimum signature requirement is equal to at least 20% of the total ballots cast for the office of Mayor in April 2019 election.

# Initiated Ordinance

- Refer to CRS 1-7-116(5) and 1-5-203(3)(a) for the timing of City Council Action to place item on a November 2019 Ballot.

# Referendum Process

- Citizens may recommend reconsideration by the City Council of certain adopted ordinances. If City Council fails to repeal the ordinance so reconsidered, then the ordinance will be placed on the ballot for a vote of the people.
- Not applicable to ordinances making tax levy, appropriations, or special improvement districts.

# Referendum Process

- Within 10 days of final reading by the City council of the Ordinance; Petitions File an Affidavit of Intent with City Clerk
- Within 30 days from the date of the final reading the Petition Committee must file a complete petition with the City Clerk.
- Applicable Laws:
  - City Charter Article XII
  - City Code Chapter 5, Article 1, Part 1 for timing of the election.

# Referendum Process

- The minimum signatures needed for sufficiency is equal in number to at least 15% of the total ballots cast for the office of Mayor in April 2019 election.

# City Council Referral

- City Council may refer an item to the ballot by Resolution or Ordinance.
- No Petition Committee needed
- No IRC or Title Board Process

# City Council Referral Process

- Council proposed Charter amendments, electoral ordinances and referred measures must be adopted on first reading by Council no later than the fourth Tuesday in January preceding the City General Municipal Election to be included on the General Municipal Election Ballot ballot (City Code Section 5.1.104).

- This presentation is for informational purposes only.
- We urge interested people to seek individual guidance from an attorney and read the appropriate sections of applicable law.