

## **CHARTER REVISION COMMISSION PROCEDURES**

### **PETITION INITIATED CHARTER AMENDMENTS**

1. The Metropolitan (“Metro”) Clerk will schedule a meeting of the Charter Revision Commission (“CRC”) within 30 days of the filing of a proposed petition to amend the Metro Charter.
2. At the meeting to review the petition, the CRC will decide whether or not to certify the petition filed with the Metro Clerk.
3. If the CRC determines that the petition is defective and does not certify the petition, the individual filing the petition has 15 days from the CRC’s decision to cure any defects identified by the CRC, by filing a revised petition with the Metro Clerk.
4. The Metro Clerk will schedule a meeting of the CRC within 15 days of the filing of a revised petition with the Clerk. At this meeting, the CRC will decide whether to certify or not certify the revised petition.
5. A decision by the CRC to certify or not certify a petition may be appealed to the Chancery Court for Davidson County upon the filing by any affected party of a petition for common-law writ of certiorari within 30 days after the decision of the CRC.
6. The Department of Law will notify the CRC concerning whether a timely appeal has been filed challenging the CRC’s certification decision.
7. If no timely appeal has been filed challenging its decision to certify a petition, Section 19.03(d) of the Charter requires the CRC to notify the individual filing the petition and file the certified petition with the Metro Clerk, at which time the petition may be circulated for signatures.
8. To the extent practicable, the Chair or a designee will file the certified petition with the Metro Clerk within two (2) business days after receipt of notification from the Department of Law that no timely appeal has been filed challenging the CRC’s certification.
9. Upon the CRC’s filing of the certified petition with the Metro Clerk, the Clerk will immediately notify the individual who filed the petition that the CRC has filed the

certified petition and that no timely action appealing the CRC's decision has been filed. Thereafter, the petition may be circulated for signatures.

10. Completed petitions shall be filed with the Metro Clerk within 90 days after the CRC files the certified petition with the Metro Clerk.
11. The Metro Clerk will immediately deliver the completed petitions to the Davidson County Election Commission for verifications.
12. Section 19.03(f) of the Charter provides that within 30 days of receiving the completed petitions from the Metro Clerk, the Election Commission shall publicly certify the number of current registered voters of Nashville-Davidson County who signed the petition. The Election Commission is required to file with the Metro Clerk, a written certification of the number of eligible registered voters of Nashville-Davidson County who signed the petitions.
13. Prior to the Election Commission's completion of the signature verification process for the completed petitions, the Metro Clerk will schedule a meeting for the CRC to adopt the form and content of the ballot for the proposed Charter amendment.
14. Section 19.04(b) of the Charter provides that the Election Commission shall prepare the referendum ballot in strict compliance with the CRC's requirements governing the form and content of the ballot.
15. Section 19.04(b) of the Charter requires the Election Commission to file the referendum ballot with the Metro Clerk at least seven (7) days before such ballot is finalized for review by the CRC. Upon the filing of a referendum ballot, the Metro Clerk will immediately provide the ballot to the CRC. The Chair or a designee will review the referendum ballot filed with the Metro Clerk by the Election Commission. The Chair or a designee will confer with the Department of Law regarding conformance of the referendum ballot filed by the Election Commission with the form and content of the ballot approved by the CRC.
16. If the ballot filed by the Election Commission does not conform with the form and content of the ballot approved by the CRC, the Chair or a designee will inform the Election Commission and request that the ballot be corrected. The Chair or a designee will confer with the Department of Law regarding whether further action is required from the CRC.