

Appendix A

Summary of Section 7-7 Initiative Process

Citizen Step in Initiative Process	Described in Section 7-7	Description
#1	(a)	Initial Filing: <ul style="list-style-type: none"> • Filing needs 10 voters with 5 addresses, a clerk for initiative
#2	(b)	Sent to City Attorney (CA): <ul style="list-style-type: none"> • CA issues opinion on legality within 15 days. CA approves legality or rejects legality with written reasons.
#3	(c)	City Clerk: <ul style="list-style-type: none"> • Provides forms for signatures for approved initiative; signatures must be returned within 45 days with 5%* of registered voters at last election • Board of Registrars certifies signatures and percentage within 10 days
#4	(d)	City Council (CC) or School Committee (SC) vote: <ul style="list-style-type: none"> • If enough signatures, Clerk publishes per 2-9(c) • City Council (CC) or School Committee (SC) acts to approve, reject, or pass measure in lieu of (reject initiative)
#5	(e)	Rejected Initiative: <ul style="list-style-type: none"> • Same initiative can be submitted a 2nd time within 60 days with 2½ %* more signatures. • If enough signatures per City Clerk, CC submits to voters at next election or special election if next is more than 1 yr.
	(f)	Publication before Voter Election: <ul style="list-style-type: none"> • Published in paper 7-14 days before election
	(g)	Ballot form: <ul style="list-style-type: none"> • Summary of initiative with simple Yes or No vote
	(h)	Effective date: <ul style="list-style-type: none"> • Approved initiative effective immediately unless otherwise specified

* percentages to be determined

Summary of Section 7-8 Referendum Process

Citizen Step in Process	Described in Section 7-8	Description
	(a)	Summary of Process: First 3 steps must be completed in 45* days after City Council (CC) or School Committee (SC) vote; <ol style="list-style-type: none"> 1. Referendum petition filed by 10 voters with 5 addresses 2. City Attorney (CA) approves or rejects within 10 days and City Clerk issues signature forms for approved referendum within 3 days 3. Referendum committee collects signatures of 10%* of registered voters at last election <ul style="list-style-type: none"> • If first 3 steps completed in 45 days, protested measure or part is temporarily suspended and CC or SC reconsiders at next meeting • If original vote by CC or SC is confirmed, CC will submit referendum petition to voters at next election or special election; measure or part remains suspended • Election approves CC or SC vote or overturns vote and measure overturned
#1	(b)	Commencement: <ul style="list-style-type: none"> • Filing needs 10 voters with 5 addresses, a clerk for referendum
#2	(c)	Sent to City Attorney (CA): <ul style="list-style-type: none"> • CA issues opinion on legality within 10 days. CA approves legality or rejects legality with written reasons; if longer than 10 days, 45-day deadline extended 1 day for each day of delay
#3	(c)	City Clerk: <ul style="list-style-type: none"> • Issues forms within 3 days to collect signatures for legal petition. • Forms with signatures from 10% of registered voters must be returned within 45 days of original vote
	(d)	Certification <ul style="list-style-type: none"> • Registrars of Voters certifies signatures and percentage within 10 days
	(e)	Measure Suspended <ul style="list-style-type: none"> • If sufficient signatures, measure or part is temporarily suspended • CC or SC reconsiders and votes at next meeting • If measure or part not rescinded, CC submits to voters at next election or special election if next is more than 1 year
	(f)	Publication before Voter Election: <ul style="list-style-type: none"> • Published in paper 7-14 days before election
	(g)	Ballot form: <ul style="list-style-type: none"> • Summary of referendum with simple Yes or No vote
	(h)	Effective date: <ul style="list-style-type: none"> • Overturned CC or SC measure or part is immediately suspended; upheld CC or SC vote reinstated immediately

* days and percentages to be determined