

Charter Review Committee Process for Prioritizing Potential Charter Amendments

The process is designed to assist Charter Review Committee (CRC) Members with prioritizing potential Charter Amendments listed in the following categories:

- A. Council-Directed Amendments
- B. Amendments Recommended by Sunnyvale City Staff
- C. Additional Amendments Proposed by CRC

Prioritizing Process

Steps 1 through 3 will be repeated for each category to determine any items the CRC will drop from the list of potential amendments.

Step 1: Questions of Staff

Staff will address questions Members may have regarding process and amendments.

Step 2: Public Hearing

Chairperson opens Public Hearing for public input on any of the amendments under consideration.

Step 3: Determine which Amendments, if any, will be Dropped

Members may make motions to drop amendments from consideration. After the motion is seconded, discussion on each item may ensue. If the motion passes by a simple majority of those present, the Committee will drop the recommended amendment. Such action suggests that the amendment will not be prioritized but will be forwarded to Council with a notation that the Committee recommended it be dropped from consideration.

Prioritizing Amendments

The following steps will be used to prioritize remaining amendments.

Step 1: Public Comment and Committee Discussion on Amendments to be Prioritized

Members have the opportunity to speak to the remaining amendments to be prioritized and to discuss merits and priorities before prioritizing the remaining amendments. Public comment will be taken. No motion is required.

Step 2: Members Prioritize Amendments Individually

The Committee shall utilize the following ranking method:

Simple Majority – Members individually and simultaneously prioritize each of the remaining amendments. Rankings are from 1 to the total number of amendments, with “1” representing the issue with the highest priority. Each number can be used only once (no ties) and each amendment must receive a “ranking”. Ballots will be provided at the time of ranking.

All individual Member ranking votes and final Committee rank recommendations will become a part of the official record and shall be made available to the public.

Step 3: Determine Combined Prioritization

A combined Committee ranking is determined when staff totals the individual ranking from all Members for each amendment.

Simple Majority The amendment with the lowest total becomes the Committee's Priority 1 amendment; the next lowest total is Priority 2, etc.

Step 4: Tie Breaks

Two-way ties should be resolved by hand votes of the Committee or motion.

Three-way (or more) ties should be resolved using a tie break ranking sheet. The sheet lists all tied amendments and the Committee ranks in order, first to last choice. This step is repeated if there are multiple ties.

Step 5: Acceptance of Prioritization and Recommendation to City Council

A motion may be made to accept, reject or modify the overall Committee rankings for issues. After the motion is seconded, discussion may ensue. Simple majority is required for passage.

A motion to recommend the final Committee Charter Amendment prioritization to the City Council is needed to complete this agenda item. Simple majority is required for passage.

Note: There is no proxy ranking – Members must be present to rank issues.



Charter Review Committee
Prioritization of Potential Charter Amendments

CRC Member	Count of Items to Prioritize
[CRC Member Name]	23

Number	Title	
A-1	Section 601(City Council Term and Election): Study whether to adopt an alternative voting system, such as ranked-choice or approval voting, or retain the existing first-past-the-post system for districts and mayoral elections	
A-2	Section 605 (Compensation): Study City Council salaries and compensation.	
A-3	Section 606 (Vacancies): Study whether the current rule providing that councilmembers appointed to fill a vacancy serve until the next general municipal or consolidated statewide election should be changed to the next feasible November general election.	
A-4	Section 607 (Presiding Officer. Mayor): Study the role of Mayor, including whether the position should be full time.	
A-5	Section 609 (Redistricting): Study establishing rules for empaneling redistricting commissions.	
A-6	Section 611 (Regular Meetings): Consider changing the Charter provision that requires two council meetings per month to instead require at least 24 meetings per year.	
A-7	Article X (Appointive Boards and Commissions): Study removing citizenship/voter eligibility requirements for Charter board and commission members.	
A-8	General Issue (throughout Charter): Update language to be gender neutral, e.g. using "they" instead of "he/she."	
B-1	Section 1309 (Contracts on Public Works): Study amending the Charter to allow other project delivery methods besides design-bid-build (lowest responsible bidder after notice of publications for bids).	
B-2	Section 802 (City Manager Powers and Duties): Study adding a provision to City Manager’s powers and duties to permit settlement of claims against the city in an amount greater than \$50,000.	
C-1	New Issues: CRC discussed studying potential new provisions including (a) a diversity statement, (b) native land acknowledgment, and (c) emergency provisions.	
C-2	Section 603 (City Council Qualifications): Study whether the thirty-day residency requirement for city council candidates is appropriate.	
C-3	Section 708 (Publishing of Legal Notices): Study whether existing Charter provisions provide effective public noticing.	
C-4	Article X (Appointive Boards and Commissions): Study potential changes to Charter boards and commission structure, including: (a) What commissions should/should not be in the Charter (currently 5 of 10 are listed in the Charter)? (b) Add alternate or advisory members? (c) Revise term limits for board and commission members? (d) Change the number of members on each Charter board/commission (e) Address process for sitting board/ commission members to apply for another board/commission when they are currently on one or term is expiring.	
C-5	Section 1100 (Merit Principle): Consider modernizing competitive examination language to better reflect current considerations for examining applicants for employment.	
C-6	Section 1104 (Pay Plan): Consider language cleanup to reflect that City publishes a pay schedule for all positions, not just classified.	
C-7	Article XII (Retirement): Correct outdated reference to “State Employees Retirement Act” without “as amended” language.	
C-8	Section 1302 (Budget. Submission to City Council.): Study Sunnyvale’s unique 20-year budget and whether it continues to be a useful tool.	
C-9	Sections 1313 and 1315 (Petty Cash Funds; Registering Warrants): Study whether these provisions are needed in the charter.	
C-10	Section 1318 (Independent Audit): Study whether more detailed audit requirements should be added.	
C-11	Section 1320 (Revenue Bonds): Study whether language could be clearer and more detailed.	
C-12	Section 1405 (Campaign Disclosure): Study whether this section should be updated, relevant law included, and whether having it in the Charter adds value or should simply reference general laws related to campaign disclosure.	
C-13	Article XVI (Franchises): Study potential revisions to franchise authority.	