

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 within the following categories:

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

Prioritizing Process

The following process will be repeated for each category.

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 issues, if any, will be dropped

Members may make motions to drop issues 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.

Step 4: Committee discussion on issues 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. No motion is required.

Step 5: Members prioritize amendments individually

The Committee shall utilize the following ranking methods:

Simple Majority (for prioritizing ten or fewer amendments) – 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”.

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 6: Determine Combined Prioritization

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

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

Step 7: Tie Breaks

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

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. The amendments receiving the most votes get the higher priority. This step is repeated if there are multiple ties.

Step 8: Acceptance of Prioritization

A motion is 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.

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