

# Memo

To: Ramsey City Charter Commission  
From: William K. Goodrich, City Attorney  
Date: 9/17/2009  
Re: Charter Amendment Process

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For your information, the following is the process for amending the City Charter. The amendment process is strictly statutory as directed by M.S. 410.12. The amendment options are as follows:

1. The Charter Commission may propose amendments and is required to do so upon voter petition by five percent of total votes cast at last City-wide election. Currently the petition would require 638 signatures. Either of these amendment options require a City-wide referendum.
2. The City Council can propose amendments by ordinance after review by Charter Commission. This amendment option requires a City-wide referendum.
3. The Charter Commission may recommend to the City Council an amendment by ordinance. After a public hearing and upon unanimous vote by the City Council, the amendment is adopted. This amendment option does not require a referendum.

WKG/jmt