

INITIATIVE PETITION GUIDELINES

1. Any five people, who are registered voters, may begin the process of circulating a petition by filing, with the city clerk, an affidavit stating they will constitute the petitioners' committee. Attached, to the affidavit, shall be the full text of the ordinance. The petitioners' committee is responsible for circulating the petition and filing it in the proper form with the city clerk. Each of the five people must provide their name and address, and specify the address to which all notices to the committee will be sent.
2. No petition shall be printed or circulated unless the city clerk has approved the form. The city clerk has five business days, following the date of submittal, to approve or reject the material and provide the petitioners with a summary of the ordinance to be added after the warning statement on the petition. *Petition and ordinance templates are available from the clerk's office.*
2. Once the city clerk has approved formatting and has provided a summary statement, the committee has 180 days to circulate the initiative petition. Once the committee begins collecting signatures; however, they have 30 days to complete circulation.
3. An Affidavit of Circulator **must** be attached to each petition when submitted to the clerk's office for filing. The petition must be signed by at least 5% of the registered electors of the city on the date of filing the affidavit.
4. The city clerk has 30 days to issue a statement of sufficiency.
5. Within 40 days after an initiative petition is filed, a protest, in writing, under oath, may be filed with the city clerk by any registered elector of the city.
6. Upon presentation to the Council of a valid and sufficient initiative petition, the Council shall, within 30 days, either adopt the ordinance as submitted without any change in substance, adopt the ordinance in part as submitted by petition and submit the remainder of the proposed ordinance to the registered electors, or submit the entire proposal to the voters at the next municipal election or a special election called for that specific purpose.