



## **Alachua County Charter Initiative Process**

(Per Alachua County Charter and Ordinance)

### **Charter Amendments**

Electors may initiate amendments by petition to the Alachua County Charter.

An amendment may embrace but one subject and matter directly connected therewith.

A Political Committee must form to collect the signatures.

Petitions Required: 10% of registered voters at the last General Election.

Only registered voters of Alachua County may sign petitions.

Steps:

- Form a Political Committee
- Submit text of proposed charter amendment and petition form to the Supervisor of Elections for approval of form.
- The style and requirements of such form shall be specified by ordinance.
- Upon approval of the petition form by the Supervisor, petitioners shall have 180 days to acquire the required petitions and file them with the Supervisor of Elections.
- The Supervisor shall have 45 days to verify the signatures and shall be paid \$.30 per petition. The Political Committee formed to support the petition efforts shall pay the fee.
- If the petition falls short of the number of names required, the petition shall be rendered null and void. No further signatures may be added to the petition and none of the signatures may be carried over onto another identical or similar petition.
- If the petition has the required number of signatures, the County Commission shall place the amendment on the ballot at the General Election occurring in excess of 90 days from the date the Supervisor certified that the petition was signed by the required number of electors.

**Alachua County, Florida - Code of Ordinances**

**Sec. 11.05. - Form and procedure for proposed Charter amendments and initiative ordinances.**

- (a) *Submission to supervisor of elections.* Any ordinance containing a proposed amendment to the Alachua County Home Rule Charter or proposed ordinance to be placed on the ballot by initiative shall be submitted to the supervisor of elections for approval as to format prior to the proposed amendment or ordinance being circulated for signatures. Such submission shall be in writing and shall include a copy or a facsimile of the form proposed to be circulated. The supervisor of elections shall review as to the sufficiency of the format only and render a decision. No review of the legal sufficiency of the text of the proposed Charter amendment or other ordinance is to be undertaken by the supervisor of elections.
- (b) *Petition format.*
- (1) A petition containing a proposed ordinance setting forth a Charter amendment or initiative ordinance shall be circulated for signatures only if the format of the petition is deemed sufficient by the supervisor of elections. To be sufficient, the petition form must be printed on separate cards or individual sheets of paper. The minimum size of such forms shall be three inches by five inches and the maximum size shall be 8½ inches by 11 inches. The petition form's size shall be computed by utilizing the outer boundary of the form. Additional material may be attached; however, when detached, the petition must be consistent with the dimensions provided for herein. Each form shall contain space for only one elector's signature. Forms providing for multiple signatures shall not be approved by the supervisor of elections.
  - (2) The petition form shall conspicuously contain the full text of the amendment or ordinance being proposed. Should the text be required to be printed on both sides of the form, it shall clearly indicate that the text is continued or begins on the other side.
  - (3) The petition form shall include adequate space for the signatory's name, birthdate, street address, city, date signed, and signature. The supervisor of elections shall not approve any petition that does not contain the signatory's name, birthdate, street address, city, date signed, and signature.
  - (4) The top of the petition form shall be clearly and conspicuously entitled "Charter Amendment Petition Form," or "Proposed Initiative Ordinance Petition Form," as the case may be. Additional materials supporting the proposed amendment or ordinance or providing a method by which the petition form may be returned by mail, may be printed on the form. The supervisor of elections shall not review the accuracy or content of such material but will review to determine that such information does not interfere with required material.
  - (5) Each form shall be deemed a political advertisement as defined by law and shall contain the identity of the payor. The circulators of an amendment or ordinance petition shall file with the supervisor of elections as a political committee pursuant to F.S. ch. 106.
  - (6) Petition forms may be reproduced in newspapers, magazines, and other forms of printed mass media, provided such forms are reproduced in the same format as approved by the supervisor of elections. The petition forms may be included within a larger advertisement, provided the forms are clearly defined by a solid or broken-line border.
  - (7) Any change in a previously approved petition form, or additional types of petition forms, to be circulated by a previously approved circulator, shall be submitted to the supervisor of elections for approval in accordance with this section.
  - (8) The political committee formed by the circulators shall pay the supervisor of elections an amount calculated at the rate of \$0.30 for each signature checked, or the actual cost of checking such signature, whichever is less.

(Ord. No. 87-7, §§ 1, 2, 4-14-87; Ord. No. 2010-15, § 2, 7-13-10)

**Charter reference**— Home rule charter amendments, § 4.2.

Revised February 1, 2022