



THE LEGISLATIVE PROCESS

Believe it or not, the local legislative process is complicated! Here's how it works...

Looking for this in a language other than English? [Send us an email.](#)

Idea

It all starts with an idea.
No more than 3 Assembly Members can work together with stakeholders to develop an idea before it is publicly introduced.
If an idea **changes Municipal Code** or appropriates funds **greater than \$500,000**, this process begins.

Introduction

An Assembly Member(s), the Assembly Chair, or the Mayor introduces an **ordinance** at a Regular or Special Meeting and the Assembly sets a date for a future public hearing.
Some **resolutions**, but not all, are introduced and set for a future public hearing.

Discourse

An item may be discussed at an Assembly committee or at a worksession.
There are [X number] of Assembly **committees**, focused on specific priorities with some opportunities for audience participation.
Some specific legislation or hot topics are discussed in **worksessions** which are informational meetings outside of committees.

Public Hearing

A public hearing is held at a Regular Assembly meeting.
There are several ways to submit **public testimony**:

- Through an online form at muni.org/testimony
- By phone if arranged in advance
- In person for anyone present at the meeting

Action

After the public hearing, the Assembly will typically take one of three actions:

- 1) Close the public hearing and **vote on, amend**, or indefinitely postpone the legislation.
Most legislation requires 7 "yes" votes to pass. Some require a supermajority of 8 votes to pass.
- 2) Close the public hearing and **postpone** the vote to a future meeting.
- 3) **Continue the public hearing** to a future date.

★ Opportunities for **Public Input** ★

Typically, two weeks or more pass between **introduction** of the legislation and **public hearing**.

There are some circumstances in which the process isn't followed exactly like this, but you get the idea...