

## **Gahanna Charter Review Commission 2026 Major Milestones & Deadlines Calendar**

### **September – December 2025**

- Establish budgetary needs for the CRC (legal notices)
- Alert Mayor and Council to begin considering their CRC appointments (Mayor = 3; Council = 4).
- September/October: Begin promoting and providing notice for individuals to apply to the CRC.
- November/December: Conduct interviews and review candidates.

### **January:**

- Council officially appoints the CRC at their January 2<sup>nd</sup> Organizational Meeting, ideally the Mayor will notify the Clerk of their appointments by this date as well.
- Send welcome letter/notice to appointees with start date and basic information.
- Inaugural/Organizational CRC Meeting.
  - Select Chair and Vice Chair of CRC, adopt Rules of Procedure.
  - Determine regular meeting time, day of the week, and specific dates, assign homework (review charter, etc.).
- Determine list of desired invitees, public input meeting(s), and send out necessary invites.

### **February – May:**

- Conduct CRC Meetings. (invite internal & external parties, send surveys, hold public input meetings, deliberate, build consensus, begin drafting amendment language, and draft CRC final report).

### **June:**

- Finalize and sign CRC Recommendation Report to Gahanna City Council.
- Prepare CRC Presentation to Council.

### **July:**

- July 1<sup>st</sup> Deadline:** CRC Recommendation Report Submission to Council. (City of Gahanna Charter, Article XXII, Section 22.02).
- CRC Presentation to Council.
  - Historically conducted by CRC Chair & Vice Chair during a regular council meeting.
- Council passage of CRC recommendations via resolution.
- Clerk submission of resolutions to the Franklin County Board of Elections (include full text as exhibit).

### **August:**

- August 5<sup>th</sup> Deadline:** Resolution submission to FCBOE “best practice” deadline. (90-days before the 2026 General Election).
- Late August – Early September:** FCBOE sends out Notice of Election Certifications to Municipalities.

### **September:**

- September 4<sup>th</sup> Deadline:** Recommendation resolution submission to FCBOE official legal deadline. (60-days before the 2026 General Election).

### **October:**

- Charter Requirement: Full Legal Notices must be published in local media for two consecutive weeks.
  - **October 19<sup>th</sup> Deadline:** First Consecutive Legal Notice ad must be published.

### **November:**

- November 3<sup>rd</sup> General Election.**
- November 24<sup>th</sup> Deadline:** Deadline for BOE’s to Certify Election Results. (Deadline is 21-days after election but historically has been certified sooner).
  - Submit Result of Election Certificates into Council Record as communication.

### **December:**

- Finalize new charter resulting from passed amendments.
- Final CRC Meeting to Certify the new charter.
- December 4<sup>th</sup>:** Deadline to send certified charter copies to the Secretary of State and the Franklin County Board of Elections.

### **January 2027**

- Amended Charter goes into effect on the date specified in the resolution, historically January 2<sup>nd</sup>**