Newton Charter Commission Project Plan Template Key: AL Article leader

CC Entire charter commission

V Commission member volunteer

C Consultant

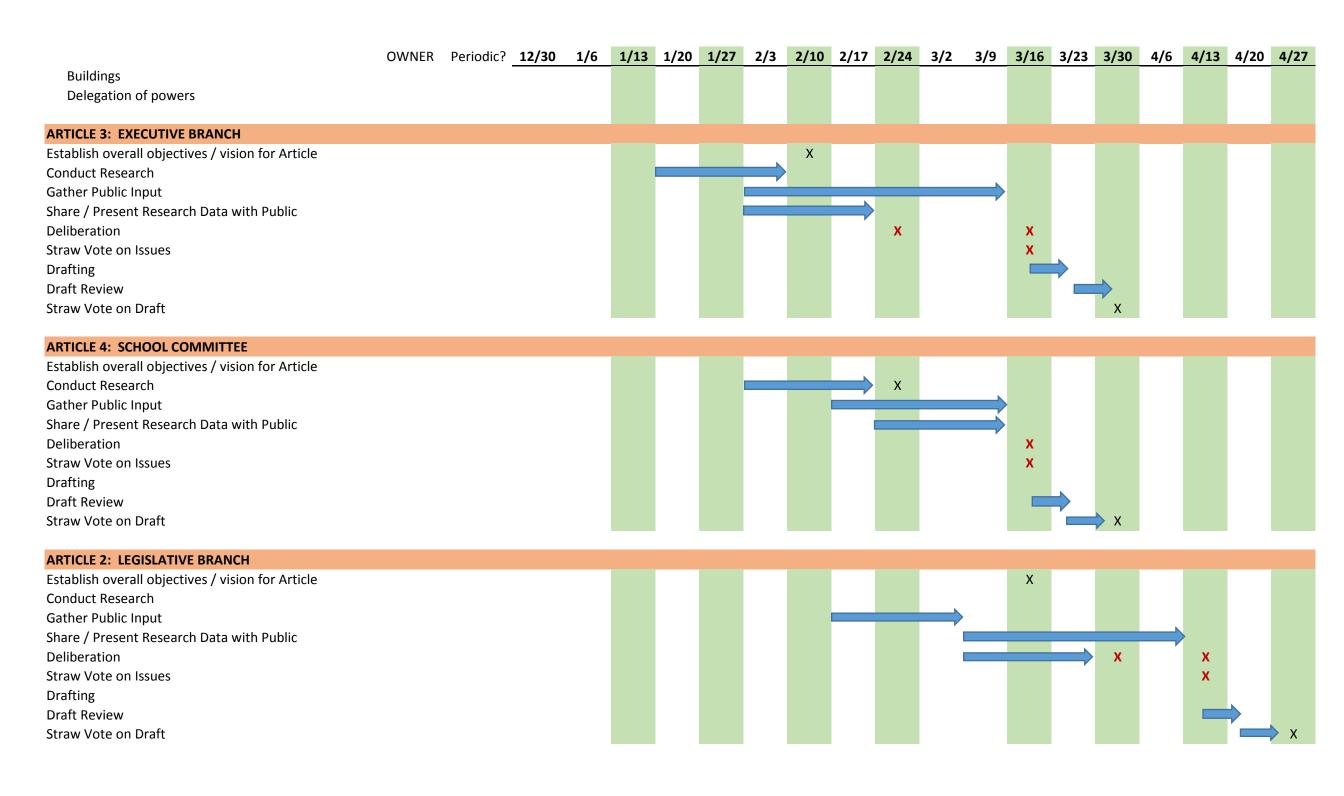
Proposed meeting week

	OWNER	Periodic?	1/6	1/13	1/20	1/27	2/3	2/10	2/17	2/24	3/2	3/9	3/16	3/23	3/30	4/6	4/13	4/20	4/27
(Select rotating article leaders)																			
(Select broad benchmark group)																			
Establish overall objectives / vision for Article																			
Present proposed objectives for article	AL																		
Discussion	CC																		
Vote to accpet	CC																		
Conduct Research																			
Select benchmark group subset (if it will vary)	AL																		
(if benchmark group varies, discuss, vote)	CC																		
Select desired data from benchmarks	AL																		
Select other resources, e.g. MCC	AL																		
Collect data from charters or other sources	AL or C?																		
Compile data in a grid	AL or C?																		
Conduct interviews with benchmark officials	V or C?																		
Conduct interviews with Newton officials	V or C?																		
Host panels of Newton officials at a meeting	CC	Χ																	
Gather Public Input																			
Read relevant emails	CC																		
Entertain public comment at meetings	CC																		
Conduct surveys	V or C?	Χ																	
Share / Present Research Data with Public																			
·	<b>A.</b> I																		
Post research on website	AL	.,																	
Staff a booth at Village Days	V	Х																	

C Consultant
Proposed meeting week

	OWNER	Periodic?	1/6	1/13	1/20	1/27	2/3	2/10	2/17	2/24	3/2	3/9	3/16	3/23	3/30	4/6	4/13	4/20	4/27
Attend community organization meetings	V	X																	
Deliberation																			
Establish required decisions (deliberation points)	AL																		
Review research ahead of meeting	CC																		
Deliberate	CC																		
Straw Vote on Issues																			
Vote issue by issue	CC																		
Drafting																			
Draft revised article based on votes	V or C?																		
Draft Review																			
Read proposed draft	CC																		
Suggest revisions	CC																		
Deliberate	CC																		
Straw Vote on Draft																			
Vote on revised draft	CC																		
(in the event of substantial revisions, revise for next	meeting)																		

**Newton Charter Commission** Key: AL Article leader Entire charter commission **Project Plan** Commission member volunteer Consultant Proposed meeting week OWNER Periodic? 12/30 1/6 1/13 1/20 1/27 2/3 2/10 2/17 2/24 3/2 3/9 3/16 3/23 3/30 4/6 4/13 4/20 4/27 (Select rotating article leaders) (Select broad benchmark group) **ARTICLE 8: ELECTIONS** Establish overall objectives / vision for Article **Conduct Research Gather Public Input** Share / Present Research Data with Public Deliberation Straw Vote on Issues Drafting **Draft Review** Straw Vote on Draft **ARTICLE 11: GENERAL PROVISIONS** Establish overall objectives / vision for Article **Conduct Research Gather Public Input** Share / Present Research Data with Public Deliberation Straw Vote on Issues Drafting **Draft Review** Straw Vote on Draft **ARTICLES 2, 3, 4** General discussion / vision of division of powers and duties Powers & Duties of 3 branches Appointment & Removal Communication



**Project Plan** CC Entire charter commission Commission member volunteer Consultant Proposed meeting week OWNER Periodic? 5/4 5/11 5/18 5/25 6/1 6/8 6/15 6/22 6/29 7/6 7/13 7/20 7/27 8/3 8/10 8/17 8/24 **ARTICLE 1: INCORPORATION AND FORM OF GOVERNMENT** Establish overall objectives / vision for Article Conduct Research Gather Public Input Share / Present Research Data with Public Deliberation Straw Vote on Issues Drafting **Draft Review** Straw Vote on Draft **ARTICLE 7: PLANNING** Establish overall objectives / vision for Article **Conduct Research** Gather Public Input Share / Present Research Data with Public Deliberation Straw Vote on Issues Drafting **Draft Review** Straw Vote on Draft **ARTICLE 5: FINANICAL PRACTICES** Establish overall objectives / vision for Article **Conduct Research Gather Public Input** Share / Present Research Data with Public

AL Article leader

Key:

**Newton Charter Commission** 

	OWNER	Periodic?	5/4	5/11	5/18	5/25	6/1	6/8	6/15	6/22	6/29	7/6	7/13	7/20	7/27	8/3	8/10	8/17	8/24
Deliberation																			
Straw Vote on Issues																			
Drafting																			
Draft Review																			
Straw Vote on Draft																			
ARTICLE 6: ADMINISTRATIVE DEPARTMENTS																			
Establish overall objectives / vision for Article																			
Conduct Research																			
Gather Public Input																			
Share / Present Research Data with Public																			
Deliberation																			
Straw Vote on Issues																			
Drafting																			
Draft Review																			
Straw Vote on Draft																			
ARTICLE 9: NEIGHBORHOOD AREA COUNCILS																			
Establish overall objectives / vision for Article																			
Conduct Research																			
Gather Public Input																			
Share / Present Research Data with Public																			
Deliberation																			
Straw Vote on Issues																			
Drafting																			
Draft Review																			
Straw Vote on Draft																			

**Newton Charter Commission** AL Article leader Key: **Project Plan** Entire charter commission Commission member volunteer Consultant Proposed meeting week OWNER Periodic? 8/31 9/7 9/14 9/21 9/28 10/5 10/12 10/19 10/26 11/2 11/9 11/16 11/23 11/30 12/7 12/14 12/21 **ARTICLE 10: FREE PETITION, INITIATIVE, REFERENDUM** Establish overall objectives / vision for Article Conduct Research **Gather Public Input** Share / Present Research Data with Public Deliberation Straw Vote on Issues Drafting **Draft Review** Straw Vote on Draft **ARTICLE 12: TRANSITIONAL** Establish overall objectives / vision for Article **Conduct Research Gather Public Input** Share / Present Research Data with Public Deliberation Straw Vote on Issues Drafting **Draft Review** Straw Vote on Draft Establish overall objectives / vision for Article **Conduct Research** 

**Gather Public Input** 

Share / Present Research Data with Public

