

CITY OF CRYSTAL

# PETITION GUIDE

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## CRYSTAL CITY CHARTER CHAPTER 5 *INITIATIVE & REFERENDUM*



4141 DOUGLAS DRIVE NORTH  
CRYSTAL, MN 55422  
WEBSITE: [WWW.CI.CRYSTAL.MN.US](http://WWW.CI.CRYSTAL.MN.US)

## City of Crystal Petition Guide

*Disclaimer: The information and suggestions within this guide should not be construed as legal advice on the matter of petitions. The guide is intended to clarify and assist with the processes associated only with petitions in the city which directly relate to Chapter 5 of the Crystal City Charter. In all matters, consult the City Charter, MN State Statutes, and an attorney. There are different requirements applicable to other petition processes which are governed by Minnesota Statutes and Rules which this guide is not intended to address.*

The Crystal City Charter states that the people of the city reserve to themselves the power, in accordance with the provisions of the charter to (A) initiate and adopt an ordinance and (B) to require ordinances enacted by the City Council to be referred to the voters of the city for approval. These powers are the initiative and referendum, respectively. (This provision does NOT apply to appropriating money or authorizing the levy of taxes. *Section 5.01 Crystal City Charter*)

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Step 1: A committee of five members must contact the city clerk to obtain the proper forms regarding petitions. Only electronic forms will be provided and are mandatory for these processes.

Step 2 (a): File a completed *Committee Membership Form* with the city clerk.

Step 2 (b): Initiative Petition: Prior to the circulation of a petition, a committee must file a certified copy of the initiated ordinance together with a list of the committee members and their corresponding contact information to the city clerk on the electronic forms obtained from the city clerk.

OR

Referendum Petition: Prior to the effective date of a recently adopted ordinance approved by the City Council and prior to the circulation of a petition, the committee must file a copy of the ordinance to be repealed together with a list of the committee members and their corresponding contact information to the city clerk on the electronic forms provided by the city clerk.

Step 3: The petition forms must be signed by eligible voters of Crystal equal to at least five percent of the number of registered voters in the city on the date of the last regular city election immediately preceding the filing of the petition. (The Secretary of State's office or city clerk will provide you with this information. Voter eligibility will be verified by the city clerk or designee, so you should consider obtaining more signatures than required.)

Step 4: The signature papers and the petition are filed as one instrument with the city clerk.

### Petitions

- Number each signature line (far left column)
- Number each petition page (example 1 of 20, 2 of 20, and so on; lower right-hand corner)
- Each line must be legible and complete. If not, that particular signer will NOT be counted.
- If a signer omits required information, his/her name will NOT be counted.

#### UPON SUBMISSION TO THE CITY CLERK

The city clerk or designee verifies each voter's signature using the State Voter Registration System (SVRS) and Hennepin County Property Information System.

No later than 10 days after the filing of the petition and required forms with the city clerk, all documentation will be examined and determined if deficient and/or does not comply with the City Charter. The city clerk will promptly notify one or more members of the committee with the determination of non-compliance and the reasons for it.

During the 30 days following the clerk's notice, the committee may file additional signature papers or otherwise amend the petition to comply with the City Charter, upon forms provided by the city clerk. The city clerk will examine the amended petition and signature papers. If the petition is still deficient and/or does not comply with the City Charter, the city clerk will notify each member of the committee of the non-compliance.

If the petition is in compliance with the City Charter, the city clerk must certify that fact together with the petition to the City Council at its next regular meeting or at a special meeting called to consider the petition.

The City Council must consider the ordinance at the meeting and provide for a prompt public hearing on the ordinance. Notification for a special meeting or public hearing will be posted on the City website, Crystal City Hall, and the Crystal Community Center.

The City Council must act on the ordinance as prescribed in the City Charter within 65 days after certification of the petition by the city clerk.

If the Council does not enact the ordinance, the ordinance must be submitted to the voters at the next regular city election. A special election may also result if all requirements of Section 5.06 are met.

If a Referendum Petition is in compliance with the City Charter, the City Council must, at its next regular meeting, either repeal the ordinance or re-affirm the ordinance as enacted.

If the City Council reaffirms the ordinance, they may order a special election on the ordinance or submit the ordinance to the voters at the next regular municipal election. All elections are conducted according to MN Election Laws, MN Election Rules, and Crystal City Charter.

City Clerk's Office is open Monday through Friday from 8:00 a.m. until 4:30 p.m. at Crystal City Hall located at 4141 Douglas Drive. (Exceptions: holidays).

#### Attachments

- Committee Membership Forms
- Petition Forms
- Ordinance Form

**COMMITTEE MEMBERSHIP FORM**  
**INITIATIVE PETITION**

We, the following eligible voters, have formed a committee to propose an ordinance in the City of Crystal and further have attached said ordinance to this form. The proposed ordinance is sponsored by the five committee members listed below, all who are eligible voters.

All information must be filled in by each committee member signing unless disability prevents the person(s) from doing so. The information contained within this form is subject to public inspection.

**SIGNER'S OATH:** *"I swear that I know the contents and purpose of the committee and petition and that I signed it only once and of my own free will."*

DATE OF SIGNATURE	COMMITTEE MEMBER SIGNATURE	YEAR OF BIRTH	CLEARLY PRINT FIRST, MIDDLE, AND LAST NAME	RESIDENCE ADDRESS (HOUSE NUMBER AND STREET NAME)	CITY AND COUNTY	PHONE NUMBER

**COMMITTEE MEMBERSHIP FORM**  
**REFERENDUM PETITION**

We, the following eligible voters, have formed a committee to repeal Crystal Ordinance No. \_\_\_\_\_ and further have attached said ordinance to this form. The proposed repeal is sponsored by the five committee members listed below, all who are eligible voters.

All information must be filled in by each committee member signing unless disability prevents the person(s) from doing so. The information contained within this form is subject to public inspection.

**SIGNER'S OATH:** *"I swear that I know the contents and purpose of the committee and petition and that I signed it only once and of my own free will."*

DATE OF SIGNATURE	COMMITTEE MEMBER SIGNATURE	YEAR OF BIRTH	CLEARLY PRINT FIRST, MIDDLE, AND LAST NAME	RESIDENCE ADDRESS (HOUSE NUMBER AND STREET NAME)	CITY AND COUNTY	PHONE NUMBER





## INITIATIVE PETITION FORM

The purpose of this petition is to propose an ordinance (state the purpose): \_\_\_\_\_

**(ordinance must be attached).**

The undersigned voters, understanding the terms and nature of the proposed ordinance, petition the Crystal City Council for its adoption or, in lieu thereof, for its submission to the voters for their approval. All information must be filled in by the person(s) signing the petition unless disability prevents the person(s) from doing so. All information on this petition is subject to public inspection. *(A copy of this form is available in different formats by contacting the city clerk)*

**Signer's oath: "I swear that I know the contents and purpose of this petition and that I signed the petition only once and of my own free will."**

NO.	DATE OF SIGNATURE	SIGNATURE	YEAR OF BIRTH	CLEARLY PRINT FIRST, MIDDLE, AND LAST NAME	RESIDENCE ADDRESS (HOUSE NUMBER AND STREET NAME)	CITY AND COUNTY





## REFERENDUM PETITION FORM

The purpose of this petition is to propose the repeal of Ordinance No \_\_\_\_\_ (ordinance must be attached).

The undersigned voters, understanding the nature of the ordinance attached and believing it to be detrimental to the welfare of the city, petition the Crystal City Council for its submission to the voters for their approval. (A copy of this petition is available in different formats by contacting the city clerk.)

All information must be filled in by the person(s) signing the petition unless disability prevents the person(s) from doing so. All information on this petition is subject to public inspection.

**Signer's oath: "I swear that I know the contents and purpose of this petition and that I signed the petition only once and of my own free will."**

NO.	DATE OF SIGNATURE	SIGNATURE	YEAR OF BIRTH	CLEARLY PRINT FIRST, MIDDLE, AND LAST NAME	RESIDENCE ADDRESS (HOUSE NUMBER AND STREET NAME)	CITY AND COUNTY

# CITY OF CRYSTAL

## 1. INTRODUCTION

City of Crystal residents believe that it is in the best interest of the residents to request the Crystal City Council to:

Circle one    Enact the following ordinance  
*(Initiative)*

Repeal the attached ordinance  
*(Referendum)*

## 2. Initiative - Propose an Ordinance    State general purpose of ordinance

(use additional sheets of paper as necessary)

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OR

## 3. Referendum - Repeal the attached ordinance:

(write title of ordinance here)

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4. Sample ordinances may be found on the League of Minnesota Cities Web site at <http://www.lmc.org/>