Steps for Making or Changing a Local Law

1. Problem or Need

Citizen or group identifies a problem or need that could be addressed through a new or revised local law.

2. Proposal

Citizen or group presents proposed law to mayor, council, commission, administrator, or staff person.

3. Discussion

Local lawmaking body discusses pros and cons of proposed law and makes changes.

4. Investigation

Staff person investigates need for proposed law.

7. Legal Review

Lawyers review proposed law to see if it conflicts with existing laws.

6. Draft of Ordinance or Regulation

Proposed law is written in draft form in legal language.

7. Public Discussion or Hearing

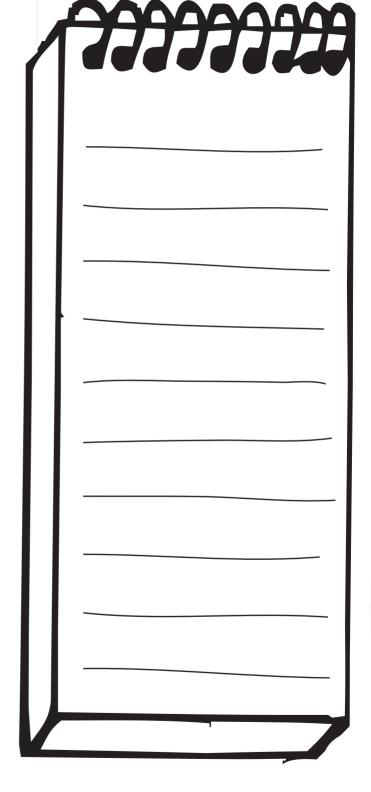
Lawmaking body presents proposed law in a public meeting so other people can hear about it and comment on it.

8. Vote by Lawmaking Body

If there is one, the city council (or other lawmaking body) votes on the proposed law. If the body votes "no," the process ends here; if "yes," the proposed law is passed on to the chief executive.

9. Law Signed, Not Signed or Vetoed

The chief executive (mayor, commissioner, or administrator) does one of three things: signs the proposed law, making it a real law; leaves it unsigned; or vetoes (rejects) it. If the law is left unsigned, it may become a real law anyway after a certain number of days, depending on the local government.



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