

**GOVERNMENT REVIEW STUDY COMMISSION  
COUNCIL CONFERENCE ROOM  
418 EAST SECOND STREET  
WEDNESDAY, JANUARY 8, 2025  
5:30 PM**



- 1) Call to Order
- 2) Communications from the Public - (This time is set aside for the public to comment on items that are either on the agenda, but not a public hearing or on items not on the agenda. City officials do not respond during these comments but may respond or follow-up later on the agenda or at another time. The presiding officer has the option of limiting such communications to three minutes depending on the number of citizens who want to comment and the length of the meeting agenda)
- 3) Approval of Minutes
  - a) December 10, 2024, Minutes
  - b) December 12, 2024, Minutes
- 4) Old Business
  - a) Elect Chair and Vice Chair
  - b) Review and Adopt Bylaws
  - c) Discuss Draft Budget for Approval
  - d) Discuss and Review Timetable (7-3-186, M.C.A)
- 5) New Business
  - a) Discuss Recording Policy – Commissioner Alessi
- 6) Public Comment
- 7) Schedule Next Meeting
  - a) Commissioner Alessi proposal to meet on February 11, 2025
- 8) Adjournment



The following Principles for Civil Dialogue are adopted on 2/20/2007 for use by the City Council and by all boards, committees and personnel of the City of Whitefish:

- We provide a safe environment where individual perspectives are respected, heard, and acknowledged.
- We are responsible for respectful and courteous dialogue and participation.
- We respect diverse opinions as a means to find solutions based on common ground.
- We encourage and value broad community participation.
- We encourage creative approaches to engage public participation.
- We value informed decision-making and take personal responsibility to educate and be educated.
- We believe that respectful public dialogue fosters healthy community relationships, understanding, and problem-solving.
- We acknowledge, consider and respect the natural tensions created by collaboration, change and transition.
- We follow the rules and guidelines established for each meeting.

Adopted by Resolution 07-09  
February 20, 2007

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# PARLIAMENTARY MOTIONS GUIDE

Based on Robert's Rules of Order Newly Revised (11th Edition) and [www.jimslaughter.com](http://www.jimslaughter.com)

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

## PRIVILEGED MOTIONS

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?	RECONSIDER?
Adjourn	I move to <b>adjourn</b>	No	Yes	No	No	Majority	Yes
Take a break	I move to <b>recess</b> for	No	Yes	No	Yes	Majority	No
Register complaint	I rise to a <b>question of privilege</b>	Yes	No	No	No	None	No
Orders of the day	I call for the <b>orders of the day</b>	Yes	No	No	No	None	No

## SUBSIDIARY MOTIONS

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?	RECONSIDER?
Lay aside temporarily	I move to <b>lay the question on the table</b>	Yes	Yes	No	No	Majority	Negative vote only
Close debate	I move the previous question	No	Yes	No	No	2/3	Yes
Limit / extend debate	I move that <b>debate be limited to...</b>	No	Yes	No	Yes	2/3	Yes
Postpone to a certain time	I move to <b>postpone</b> the motion to...	No	Yes	Yes	Yes	Majority	Yes
Refer to a committee	I move to <b>refer</b> the motion to...	No	Yes	Yes	Yes	Majority	Yes
Amend a motion	I move to <b>amend</b> the motion by...	No	Yes	Yes	Yes	Majority	Yes
Kill main motion	I move that the motion be <b>postponed indefinitely</b>	No	Yes	Yes	No	Majority	Affirmative vote only

## MAIN MOTIONS

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?	RECONSIDER?
Bring business to motion	I <b>move that (or “to”)</b> ...	No	Yes	Yes	Yes	Majority	Yes

No order of precedence. Arise incidentally and decided immediately.

## INCIDENTAL MOTIONS

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?	RECONSIDER?
Enforce rules	<b>Point of order</b>	Yes	No	No	No	None	No
Submit matter to assembly	I <b>appeal</b> from the decision of the chair	Yes	Yes	Varies	No	Majority	Yes
Suspend rules	I move to <b>suspend the rules</b> which...	No	Yes	No	No	2/3	No
Avoid main motion altogether	I <b>object to the consideration</b> of the question	Yes	No	No	No	2/3	Negative vote only
Divide motion / question	I move to <b>divide the question</b>	No	Yes	No	Yes	Majority	No
Demand rising vote	I call for a <b>division</b>	Yes	No	No	No	None	No
Paliamentary law question	<b>Parliamentary inquiry</b>	Yes (if urgent)	No	No	No	None	No
Request information	A <b>point of information</b> , please.	Yes (if urgent)	No	No	No	None	No

No order of precedence. Introduce only when nothing else pending.

## RENEWAL MOTIONS

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?	RECONSIDER?
Take matter from table	I move to <b>take from the table...</b>	No	Yes	No	No	Majority	No
Cancel or change previous action	I move to <b>rescind / amend</b> the motion...	No	Yes	Yes	Yes	2/3 or majority w/notice	Negative vote only
Reconsider motion	I move to <b>reconsider</b> the vote on...	No	Yes	Varies	No	Majority	No

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**STUDY COMMISSION POSSIBLE QUORUM  
TUESDAY, DECEMBER 10, 2024  
10:00 AM TO 4:00 PM.  
MINUTES**

1. CALL TO ORDER

Members of the Study Commission that were in attendance of the in-person training provided by the Local Government Center were Sandra Alessi, Scott Wurster, Kevin McDowell, Nathan Dugan, Dakota Whitman and Michelle Howke.

2. CONSIDERATION OF ONLINE TRAINING

Sandra Alessi called the meeting to order at 3:53pm in the Whitefish Conference Room. The Commissioners discussed whether to purchase the online training provided by the Local Government Center.

**Nathan made a motion, seconded by Sandra to purchase the Gold Starter Bundle for \$2,000. The motion carried.**

3. Adjournment

Dakota made a motion, seconded by Scott to adjourn the meeting at 4:13 pm.

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Temporary Presiding Officer Alessi

Attest:

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Michelle Howke, Whitefish City Clerk

**GOVERNMENT REVIEW STUDY COMMISSION**  
**December 12, 2024**  
**5:30 PM**

1) CALL TO ORDER

Temporary Presiding Officer Sandra Alessi called the meeting to order. Commissioners present were Nathan Dugan, Kevin McDowell, Dakota Whitman, Scott Wurster, and Ex-officio Michelle Howke. One person from the public was in attendance.

2) APPROVE NOVEMBER 21, 2024, MINUTES

**Nathan made a motion, seconded by Kevin to approve the minutes. The motion carried.**

3) ELECT PRESIDING OFFICER

**Scott made a motion, seconded by Kevin to postpone to next meeting. The motion failed on a 3-2 vote, Kevin, Nathan and Dakota voting in opposition.**

Nathan felt it is important to appoint a presiding officer.

**Scott made motion, seconded by Sandra to appoint Sandra as Presiding Officer.**

Sandra stated she has served on many boards and feels she has the experience. Nathan is also interested in serving as the Presiding Officer. He has been involved in public engagement on both the local level and state level.

Discussion followed regarding concerns Scott had with members of the Commission are also members of a non-profit that lobbies at the legislature and may be bias.

**The motion failed on a 3-2 vote, Nathan, Dakota and Kevin voting in opposition.**

**Dakota made a motion, seconded by Kevin to have a chair and vice chair. The motion carried.**

**Dakota made a motion, seconded by Scott to postpone appointing a chair and vice chair to the next meeting. The motion carried 4-1, Nathan voting in opposition.**

4) ADOPT BYLAWS

The Commissioners reviewed and proposed changes to the bylaws.

Dakota made a motion, seconded by Nathan to postpone adopting the Bylaws to next meeting and directed Michelle to provide a copy with the newly proposed changes. The motion carried.

5) ADOPT DRAFT BUDGET FOR APPROVAL BY THE GOVERNING BODY

**Dakota made a motion, seconded by Kevin to postpone the budget to the next meeting. The motion carried.**

6) ADOPT TIMETABLE TO BE PUBLISHED IN THE NEWSPAPER WITHIN 90 DAYS (7-3-186, M.C.A)

**Kevin made a motion, seconded by Dakota to postpone the timetable to the next meeting. The motion carried.**

7) PUBLIC COMMENT

Rebecca Norton provided comment for the Commissioners not to have an agenda and to be active listeners, and work together. She provided her notes and surveys from the last Local Government Review that she participated in to Kevin for guidance.

8) SCHEDULE THE NEXT MEETING

January 8, 2025, at 5:30 pm in the Council Conference Room.

9) ADJOURNMENT

Dakota made a motion, seconded by Nathan adjourn the meeting at 7:24pm

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Temporary Presiding Officer Alessi

Attest:

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Michelle Howke, Whitefish City Clerk

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to the public, as prescribed by law. Additionally, the agenda of all scheduled meetings of the Whitefish Study Commission shall be posted on the designated public posting location(s) not later than 48 hours prior to the meeting.

**Section 2.03 Public Posting.** The Whitefish Study Commission will post official notices in compliance with 2-3-103, MCA and utilizing the City of Whitefish's designated official posting procedures.

## **PART III. Procedures.**

**Section 3.01 Quorum.** A quorum of the Whitefish Study Commission shall consist of three (3) Study Commission Members. No meeting of the Study Commission shall be convened without a quorum and no decision of the Study Commission on any matter requiring a majority vote of the Study Commission shall be made except by the affirmative vote of ~~three-four~~ (34) Study Commission Members.

**Section 3.02 Agenda Preparation.** Proposed agenda matters requiring consideration, discussion, or decision by the Study Commission shall be submitted in writing to the ~~Chairperson~~ Chairperson of the Study Commission or to the designated point of contact of the Study Commission by ~~12:00 noon~~ 5:00 pm on \_\_\_\_\_ ~~Wednesday~~ (e.g. Friday) immediately preceding the next regularly scheduled meeting of the Board. The Chairperson or his/her designated representative shall arrange the matters requiring discussion or action into an agenda according to the order of business specified herein. Electronic or printed copies of the agenda shall be provided to each member of the Study Commission and made available to the public not later than 48 hours prior to the scheduled meeting.

**Section 3.03 Order of Business.** The presiding officer or designee shall prepare the agenda in substantially the following form which may be altered by consent of the Study Commission:

1. Call ~~the meeting to order~~ To Order
2. ~~Roll Call of the Board Members~~
3. ~~Pledge of Allegiance (optional)~~
4. 2. Communications from the Public Comment over anything on the agenda regarding agenda items (This time is set aside for the public to comment on items that are either on the agenda, but not a public hearing or on items not on the agenda. City officials and Study Commissioners do not respond during these comments but may respond or follow-up on the agenda or at another time. The Chairperson has the option of limiting such communications to three minutes depending on the number of citizens who want to comment and the length of the meeting agenda.)
5. 3. Approval of Minutes of the Previous Meeting
6. ~~Correspondence or Study Commission Update~~
7. 4. Unfinished Business
  - a. Matters that have previously been heard or considered but no final action has been taken.
8. 5. New Business or Public Hearing

- ~~a. Public Hearing (required by law for specific actions of study commission)~~
- ~~9. Other Scheduled Matters~~
- ~~10. Public Comment on anything not on the agenda but within the jurisdiction of the study Commission: An item that is not scheduled on the agenda for the current meeting may be commented on by the public and may be briefly discussed by the study commission at the body's discretion. However, the purpose of such discussion shall be to decide whether or not to schedule the item for discussion and/or vote on a subsequent agenda. As a general rule no matter of significant interest to the public should be decided upon without prior notice to the public as a scheduled Study Commission agenda item.~~
- ~~6. Announcements (such as schedule time, date, and location of next meeting) Public Comment (This time is set aside for the public to comment on items on the agenda that were discussed, but not a public hearing. City officials and Study Commissioners do not respond during these comments but may respond or follow-up later on the agenda or at another time.)~~
- ~~7. Communications from Study Commissioners~~
- ~~11.8. Next Meeting~~
- ~~12.9. Adjournment~~

#### **PART IV. Rules of Study Commission Participation.**

**Section 4.01 Policy.** To provide for the effective participation by all members of the Whitefish Study Commission and to protect the right of participation by members of the public appearing before the Study Commission, all meetings of the Study Commission shall be conducted in general conformance with the provisions of the current edition of Robert's Rules of Order, except when inconsistent with the law or this policy.

**Section 4.02 Rules.** Study Commission debate shall proceed in accordance with the following rules:

1. A Study Commission Member desiring to speak shall address the presiding officer, and upon recognition, shall confine him or herself to the question under debate, avoiding abusive and indecorous language.
2. A Study Commission Member once recognized, shall not be interrupted when speaking unless it is to call him or her to order, or as herein otherwise provided. If a Study Commission Member while speaking is called to order, he or she shall cease speaking until the question of order is determined, and, if in order, he or she shall be permitted to proceed.
3. Order of rotation in matters of debate or discussion shall be at the discretion of the presiding officer.

4. A motion may be made by any member of the Study Commission but must be seconded prior to discussion and vote. If the motion is not seconded it shall be declared failed for lack of a second by the presiding officer.
5. A motion to reconsider any action taken by the Study Commission may be made only on the day such action was taken. It may be made either immediately during the same session, or at a recessed and reconvened session thereof. Such a motion may only be made by a Study Commission Member of the prevailing side but may be seconded by any Study Commission Member and it shall be debatable.
6. Nothing herein shall be construed to prevent any member of the Study Commission from making or remaking the same or any other proper motion at a subsequent meeting of the Study Commission, but the matter must be a scheduled agenda item.

**Section 4.03 Suspension of the Rules of Debate.** The rules of debate may be suspended temporarily by the unanimous vote of the entire Study Commission.

**Section 4.04 Majority of Whole Study Commission Required.** The affirmative vote of ~~three-four~~ (34) Study Commission's Members is required to adopt any measure unless a greater number of votes may be required by law or ordinance.

**Section 4.05 Duty to Vote.** It shall be the duty of each Study Commission Member to vote in the affirmative or negative on each motion duly placed before the Study Commission by the presiding officer. A Study Commission Member may make a brief explanation of the reason why she or he voted in a particular way.

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**Section 4.06 Proxy Voting.** A Study Commission Member who is not present in the meeting (in-person or virtually) at the time a motion is put to a vote cannot vote. Study Commission Member shall not be permitted to vote by a proxy vote or by written vote.

**Section 4.07 Conflict of Interest.** Any member of the Study Commission who has a private interest, as defined by law or as so advised by the City Attorney, in any matter pending before the Whitefish Study Commission shall not participate in the debate nor vote in that matter nor seek to influence the vote of members of the Study Commission, except as otherwise provided by [2-2-201, MCA](#). If the presiding officer has a private interest in a matter pending before the Study Commission, he or she shall yield the chair to the Vice Chairperson during the course of debate and decision concerning the matter in which she or he has a private interest.

## **PART V. Presentation to the Study Commission.**

**Section 5.01 Procedures.** The general procedure by which items are handled by the Study Commission Members at *other than public hearings* shall be as follows:

1. The presiding officer or staff member presents the item to the Study Commission along with a brief summary of the matter for discussion, with or without the presiding officer's recommendation.
2. For the purpose of clarification and after recognition by the presiding officer, Study Commission Members may direct questions about the item to the presiding officer or staff member.
3. Comments from the applicant or applicant's representative will then be heard by the Study Commission.
4. After recognition from the presiding officer the Study Commission may direct questions to the applicant.
5. The presiding officer will then invite members of the audience to present or submit testimony beginning with those in favor of the proposal, followed by those who oppose the proposal, and concluding with those who neither favor nor oppose the proposal.
6. All testimony shall be directed to the presiding officer.
7. The Study Commission may, upon a proper motion and second, vote on the matter or table the matter until a date certain.

## **PART VI. Public Hearings**

**Section 6.01 Procedures.** The Study Commission shall conduct public hearings as required by law. Public testimony will be presented to the Study Commission in the same format as described in PART V above, ~~except that witnesses may be required to testify under oath as provided by law in which case the Study Commission shall not be bound by the strict rules of evidence, but may exclude irrelevant, immaterial, incompetent, or unduly repetitious testimony or evidence. The presiding officer shall, with advice from the County Attorney/legal counsel, rule on all questions relating to the admissibility of testimony or evidence. The ruling of the presiding officer may be overruled by a majority vote of the Study Commission.~~ Additionally, the following rules of procedure shall apply:

1. The proponents or opponents, their agent or attorney, may submit petitions and letters prior to the closing of the hearing and the same shall be entered by reference into the minutes and considered as other testimony received at the hearing.
2. Following the presentation of all testimony and evidence, the Study Commission may: (1) Continue the hearing to a date certain to allow additional information to be submitted to the Study Commission; (2) Close the public hearing and proceed to Study Commission meeting debate of the matter; or (3) Continue the Study Commission debate and vote to a date certain.

3. A public hearing which has been formally closed may not be reopened. If additional information is required before a decision can be made, the Study Commission, upon motion duly made, seconded and passed, may call for an additional public hearing which hearing shall be duly noticed as required by law and this policy.

## PART VII. Guide for Public Participation

**Section 7.01 Guidelines for Public Participation.** The following guidelines shall serve to assure reasonable and fair public participation in the decisions of the Whitefish Study Commission.

1. Written comments should be directed to the City Clerk and must be received by 4:00 p.m. on the Wednesday prior to the regularly scheduled Study Commission meeting to be included in the packet. Written comments received after 4:00 p.m. on the Wednesday prior to the regularly scheduled meeting but before 4:00 p.m. on the day of the meeting will be distributed to the Study Commissioners via shared folder or paper copy. Written comments that are not timely enough to be included in the packet, including written comments received at the meeting, will be appended to the packet following the meeting.

~~1.2.~~ The public shall be invited to speak on any item under consideration by the Study Commission after and only after recognition by the presiding officer.

~~2.3.~~ The speaker should step to the front of the room, and for the record, give his or her name and address and, if applicable, the person, or organization he or she represents. Failure to provide a name or address does not preclude the speaker from offering public testimony.

~~3.4.~~ Prepared statements are welcomed and should be given to the presiding officer and noted in the minutes of the meeting. Prepared statements that are also read, however, shall be deemed unduly repetitious. All prepared statements shall become a part of the permanent record.

~~4.5.~~ While the Study Commission is in session, members of the public must preserve order and decorum. No person shall delay or interrupt the proceedings or the peace of the Study Commission nor disturb any member of the public or of the Study Commission while speaking or refuse to obey the orders of the presiding officer of the Study Commission.

~~5.6.~~ Any person who while testifying shall use indecorous or abusive language or who shall become boisterous or disruptive shall be barred from further presentation to the Study Commission by the presiding officer, unless permission to continue be granted by a majority vote of the Study Commission.

~~6.7.~~ Public comment ~~is~~ may be limited to 3 minutes per person per topic.

## **PART VII. Resolutions**

~~**Section 8.01 Resolutions.** Except as provided by law, proposed resolutions may be introduced at any time by a member of the Study Commission and if adopted shall be effective on the date specified therein.~~

~~**Section 8.03 Right of Initiative.** The people retain the right to present resolutions for adoption by the initiative process, as prescribed by law.~~

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## Template Study Commission Budget

Total Funds Levied or Appropriated	<u>\$21,445.00</u>	
Election	<u>\$3,000</u>	2026 Elections -2025 Election already dedicated to Municipal
Training Tuition/Registration Fees	<u>\$3,650</u>	
Travel	<u>0</u>	
Space rental		Kevin McDowell
Refreshments		Kevin McDowell
Printing		Brochures/Posters/Business Cards/insert in H20 Bill
Postage		
Materials & Supplies		
Advertising		Open Houses/Public Hearings/Timeline
Consultants/Facilitation/Education		
Other:		
<b>Total Expenses</b>	<b><u>\$ 6,650.00</u></b>	

Approved by Study Commission on: \_\_\_\_\_

Study Commission Chair (Print & Sign) \_\_\_\_\_

\_\_\_\_\_

Study Commission Clerk/Secretary (Print  
& Sign)

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Submitted to governing body on:

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**LOCAL GOVERNMENT REVIEW  
STUDY COMMISSION TIMETABLE**

**Study Commission of City of Whitefish**

**Timetable For Study Commission Deliberations and Actions**

This timetable for the deliberations and actions of the Whitefish Study Commission is established as required by 7-3-186, MCA for the purpose of assuring full public information concerning the Local Government Review process in our City and enabling informed citizen participation.

**All meetings of the Study Commission are open to the public.**

Date	Action
11/21/2024	First Study Commission organizational meeting, Town Hall
12/10/2024	Montana State University Local Government Center regional Study Commission Trainings
12/21/2024	Regular monthly Study Commission meeting, Town Hall. And thereafter the second Wednesday in each succeeding month through <b>May 5, 2025</b> , at 5:30 pm
2/19/2025	Timetable established and published within 90 days of organizational meeting
	First Public Hearing—to gather citizen input on the form, functions, powers, and problems of city government and the adequacy of city services Consider scheduling all public hearings and community engagement workshops on Tuesday or Thursday evenings. Middle of the week times tend to be easier for folks to attend than beginning or end of the week times.
	Adopt a Tentative Report
	Second Public Hearing—to gather citizen response to Tentative Report
August 4, 2025 (City Council Agenda) 85 Days Prior to Election Day	Adopt the Final Report Provide the County Clerk and Recorder a ballot certificate if a proposal is to be placed on the November 4, 2025, ballot
	If the final report proposes an alteration of local government, prepare public education materials to help citizens understand the proposal and compare the proposal with existing governmental form, structures, and powers
	Approve public education materials and conduct public forum
	If the voters approve a proposed alteration of the government, initiate transition planning
	Study Commission term of office ends Adopt transition advisory plan Deposit all minutes and other Study Commission documents with the county clerk and recorder Submit a copy of the final report and any proposed changes to the MSU Local Government Center

*The Montana State University Extension Service is an ADA/EO/AA/Veteran's Preference Employer and Provider of Educational Outreach.*

**MUNICIPAL STUDY COMMISSION  
EXAMPLE DEADLINES**

EXAMPLE DEADLINES FOR MUNICIPAL STUDY COMMISSIONS*		
DATE	ACTION	STATUTE
Tuesday, November 5, 2024	<b>Study Commission elected</b>	7-3-176(1)
Monday, November 15, 2024-Thursday, December 5, 2024 (For this example, all deadlines are calculated from a November 15, 2024, organizational meeting.)	<p><b>First Study Commission organizational meeting</b> The first organizational meeting must happen 10 days after the study commissioners have been elected or appointed. The deadline to appoint additional study commissioners is 20 days after the election, by November 25, 2024. In study commissions where all the commissioners have been elected, the first organizational meeting deadline is Friday, November 15, 2024. In study commissions where commissioners must be appointed, with the 10-day post appointment deadline, the latest a study commission could hold their first organizational meeting after appointment is Thursday, December 5, 2024.</p> <p>The study commission elects a permanent or temporary chair, begins budget prep, and begins to create their timetable.</p>	7-3-176 7-3-179
Monday, November 15, 2024	<b>Begin preparing budget</b> to submit to local governing body for approval. The budget must be approved prior to the obligation or expenditure of public funds.	7-3-184
Thursday Dec 5, 2024	<b>MSU Local Government Center Study Commissioner Training in Shelby</b>	
Tuesday Dec 10, 2024	<b>MSU Local Government Center Study Commissioner Training in Kalispell and Sydney</b>	
Wednesday Dec 11, 2024	<b>MSU Local Government Center Study Commissioner Training in Billings</b>	
Thursday Dec 12, 2024	<b>MSU Local Government Center Study Commissioner Training in Bozeman</b>	
Thursday Dec 18, 2024	<p><b>Monthly Study Commission meeting</b> And thereafter on the Thursday after the second Sunday of each succeeding month at the Town Hall</p>	

Wednesday, February 12, 2025	<b>Deadline for establishing timetable for deliberations and actions</b> The study commission must establish a timetable within 90 days of the first organizational meeting.	7-3-186
March 2025	<b>Public Hearing</b> The first public hearing is conducted to gather citizen input on the form, functions, powers, and problems of town government and the adequacy of town services.	7-3-186
April 2025	<b>Adopt a Tentative Report</b>	7-3-186
May 2025	<b>Public Hearing</b> The second public hearing is intended to gather citizen responses to Tentative Report.	7-3-186
Thursday, June 12, 2025	<b>Adopt the Final Report</b> Publish summary of findings and recommendations once each week for two successive weeks.	7-3-186 7-3-191

DEADLINES IF STUDY COMMISSION RECOMMENDS CHANGE		
DATE	ACTION	STATUTE
Thursday, June 12, 2025	<b>Set deadline for an election on the question of adopting a new plan of government</b>  For example, if a proposal is to be placed on the November 4, 2025, ballot, provide the county Clerk and Recorder with a ballot certificate.	13-1-4
120 days prior to the election is Tuesday, July 8, 2025	The final report must be filed early enough to issue a call for the election. The deadline for issuing a call for the election is at least 75 days prior to the election date (Friday, August 22, 2025). We recommend that you give your commission a cushion and adopt and file the final report at least 30 days prior to the 75-day filing deadline (105 days). Filing the final report at least 120 days before the election date is even better.	

**DEADLINES FOR ALL STUDY COMMISSIONS**

DATE	ACTION	STATUTE
Friday, July 11, 2025	<p><b>Deadline to File the Final Report</b> A copy of the final report must be certified by the study commission to the municipal or county records administrator within 30 days after the adoption of the final report.</p> <p>The study commission must file two copies with the department of administration, one of which the DOA will forward to the state library. Send a copy of the final report to the Local Government Center.</p>	7-3-187 7-3-191

DEADLINES IF STUDY COMMISSION RECOMMENDS CHANGE		
DATE	ACTION	STATUTE
August 2025	If the final report proposes an alteration of local government, prepare public education materials to help citizens understand the proposal and compare the proposal with existing government form, plan, powers, and function.	
September 2025	Approve public education material and conduct public forum	

DEADLINES IF STUDY COMMISSION RECOMMENDS NO CHANGE		
DATE	ACTION	STATUTE
Sunday, August 10, 2025	<p><b>Deadline to publish and distribute the Final Report</b> The final report must be published and distributed within 60 days of its adoption.</p> <p>Sufficient copies of the final report must be prepared for public distribution.</p>	7-3-186 7-3-187
Saturday, August 9, 2025	<p><b>Study Commission term ends</b> If the commission recommends no alternative plan, the term ends 30 days after submission of the final report</p>	7-3-178

DEADLINES IF STUDY COMMISSION RECOMMENDS CHANGE		
DATE	ACTION	STATUTE
Monday, October 6, 2025	<b>Deadline to make final report available to electors</b> The final report must be available to electors 30 days prior to the election on the issue of adopting the alternative form of government.  Sufficient copies of the final report must be prepared for public distribution.	7-3-187 7-3-191
Tuesday, November 4, 2025	<b>Special election on proposed alternative or amendment</b> in conjunction with regularly scheduled election.	
Thursday, November 13, 2025	If the proposed alternative is approved by voters, the study commission term is extended for 90 days after the vote on the alternative plan.  The study commission begins preparing a transition plan for the new government.	7-3-178 7-3-157
Monday, November 24, 2025	<b>Deadline for governing body to meet, approve the new plan of government, and order the election to elect officials required under the new plan</b> The first election must be held in accordance with Title 13, chapter 1, part 4. A primary election may not be held.	7-3-160
Monday, February 2, 2026	<b>Study Commission term of office ends</b> Deposit all minutes and other study commission documents with the county clerk and recorder and vacate office.	7-3-178
November 3, 2026	<b>Next general election</b>	
Saturday, January 2, 2027	<b>First meeting of the new governing body</b> It must be held at 10am, 60 days after the election of new officers.	7-3-161

\*This list of deadlines is an example based on hypothetical dates and is intended to give study commissions an idea of the potential scope of work and time. Actual dates will be contingent on the specific actions, decisions, and results of the study commission's review. Please make sure to modify these dates in accordance with your study commission's plan and progress.