CHECK LIST OF CHARTER COMMISSION DECISIONS<br>Institute of Public Affairs<br>The University of Iowa<br>Iowa City, Iowa<br>January, 1979

The following outline contains a list of the basic decisions a home rule charter commission will have to make. After each entry in the outline are two citations. The first of these refers to the section of the City Code of Iowa which authorizes the treatment of the topic in the city's charter. The second citation refers to any current sections in the state law which cover the topic and thus provide the minimum action the charter commission could take in the area.


CHECK LIST OF CHARTER COMMISSION DECISIONS

| Form of government | 372.1 | --- |
| :---: | :---: | :---: |
| Mayor-Council | 372.1 | 372.4 |
| Commission | 372.1 | 372.5 |
| Council-manager-at-large | 372.1 | 372.6 |
| Council-manager-ward | 372.1 | 372.7 |
| Home rule charter | 372.1 | 372.9 |
| Council (design) | 372.10 | --- |
| Size | 372.10(1) | 372.4-.7 |
| At large or ward elections | 372.10(1) | 372.13(7) |
| Length of term | 372.10(3) | 376.2 |
| Term limits and tenure | 372.10 | --- |
| Compensation | 372.10 | 372.13(8) |
| Standing committees | 372.10 | 372.13(5) |
| Time and place of regular meeting | 372.10 | 372.13(5) |
| Method of calling special meetings | 372.10 | 372.13(5) |
| Agenda | 372.10 | 372.13(5) |
| Vacating seat for excessive absence | 372.10 | Ch. 66, 372.13(5) |
| Council (powers and limitations) | 372.10(4) | 372.13 |
| Appointments | 372.10 (4) | 372.13(4) |
| Clerk | 372.10(4) | 372.13(3) |
| Attorney | 372.10(4) | 372.13(4) |
| Boards and Commissions | 372.10(4) | $\begin{aligned} & \text { Ch. } 392 \\ & 372.13(4) \end{aligned}$ |
| Other | 372.10(4) | 372.13(4) |
| Restrictions on council "meddling in administrative matters | 372.10(4) | 392.1 |


|  | A. | B. |
| :---: | :---: | :---: |
| Departmentalization | 372.10 (4) | --- |
| Departments "frozen" in charter | 372.10 (4) | 372.13 (4) |
| Council can alter system of departmentalization by ordinance or resolution | 372.10(4) | 372.13 (4) |
| Council control over purchases and contracts (dollar level at which council approval is required) | 372.10 (4) | 380.4 |
| Council approval over sale of property | 372.10 (4) | 364.7 |
| Voting rules | 372.10 (4) | --- |
| Councilmen in attendance must vote on all issues. "Each councilman's vote...must be recorded." | 372.10 (4) | 380.4 |
| Personal disqualification from voting on certain matters | $372.10(4)$ | 362.5 |
| Rules of procedure at council meetings | $372.10(4)$ | 372.13 (4) |
| Limits on removal authority over manager | 372.10 (4) | 372.13(4) |
| Public hearing prior to removal | 372.10 (4) | 372.13 (4) |
| Special majority required to remove manager | 372.10(4) | 372.13 (4) |
| At all times | 372.10(4) | --- |
| For a specified time after election | 372.10 (4) | --- |
| Manager has "grace period" after hiring during which he cannot be removed | 372.10(4) | --- |
| Council can compel attendance and testimony of administrative officers without manager's consent | 372.10(4) | --- |
| The chief administrator | 372.10(4) | --- |
| Council-manager form | 372.10 (4) | --- |
| Manager's qualifications | 372.10 (4) | 372.13 (4) |
| Method of appointing manager | 372.10 (4) | 372.13 (4) |
| Removal procedure | 372.10 (4) | 372.13 (4) |

## A.

Provisions for acting manager
Council to fix manager's compensa- tion
Specific authority and responsi-
bility of manager

Supervisory authority
Appointing authority
Budget preparation
Attend council meetings
Advise council
Other responsibilities
Mayor-council form
Mayor's qualifications
Compensation
Term of office
Vacancy and forfeiture of office
Specific authority and responsibility of mayor
372.10(2)
372.10(2)
372.10(3)
372.10(2)

| Presiding officer | $372.10(4)$ | $372.14(1)$ |
| :--- | :--- | :--- |
| Law enforcement | $372.10(4)$ | $372.14(2)$ |
| Messages to council | $372.10(4)$ | --- |
| Veto authority | $372.10(4)$ | 380.5 |
| Administrative supervision | $372.10(4)$ | $372.14(1)$ |
| Appointing authority | $372.10(4)$ | --- |
| Budget preparation | $372.10(4)$ | --- |
| Other responsibilities | $372.10(4)$ | --- |

Administrative organization
372.10(4)

Ch. 392
Agencies outside chief administrator's control
372.10(4)

Ch. 392
Extent of chief administrator's authority to appoint department heads
372.10(4)

Ch. 392
372.13(4)

| Personne1 system | 372.10(4) | Ch. 400, Ch. 70 |
| :---: | :---: | :---: |
| Relation of personnel director to chief administrator | 372.10(4) | 372.13(4) |
| Personnel director's duties | 372.10(4) | 372.13(4) |
| Residence of officers and employees | 372.10(4) | 372.13(4) |
| Guidelines for personnel rules and regulations | 372.10(4) | Ch. 400, Ch. 70 |
| Legal officer | 372.10(4) | 372.13(4) |
| Appointment | 372.10 (4) | 372.13(4) |
| Duties | 372.10 (4) | 372.13(4) |
| Financial procedures | 372.10(4) | --- |
| Responsibility for preparation of the budget and capital program | 372.10(4) | --- |
| Components of the budget and the capital program | 372.10(4) | 384.16 |
| Responsibility for finance administration | 372.10(4) | --- |
| Ear marking funds | 372.10(4) | --- |
| Initiative, Referendum, Recall | 372.10(4) | --- |
| Initiative | 372.10(4) | --- |
| Direct | 372.10(4) | --- |
| Indirect | 372.10(4) | --- |
| Referendum | 372.10(4) | --- |
| Voluntary | 372.10(4) | --- |
| Protest | 372.10(4) | --- |
| Recall | 372.10(4) | --- |
| Scope of Initiative and Referendum | 372.10 (4) | --- |
| Matters excluded | 372.10(4) |  |
| Appropriation matters | 372.10(4) | --- |



