

FAIRFIELD CHARTER REVISION TIMELINE

ELECTION DATE: NOVEMBER 4, 2025

Last updated 5/20/25

TIMEFRAME	DATE	PROCEDURE	STATUTE
	9/12/24	Board of Selectmen (BOS) adopts Resolution (2/3) majority and constitutes a Charter Revision Commission (CRC).	§ 7-188(b)
Within 30 days after adoption of Resolution to constitute a CRC	10/9/24	BOS appoints CRC; specifies when CRC shall deliver draft report (not later than 16 months from appointment); and specifies what issues BOS desires CRC to consider.	§ 7-190(a)&(b)
First public hearing must be held prior to the CRC commencing substantive work on the Charter		Charter Revision Commission (CRC) to hold a public hearing on the proposed charter prior to the beginning of any substantive work on such charter.	§ 7-191(a)
	4/24/25	CRC completes draft report	§ 7-191(b)
	5/1/25	CRC to hold a second public hearing after the draft report has been completed, but before it is submitted to the BOS	§ 7-191(a)
	Deadline set by BOS 5/13/25 SUBMITTED 5/10/25	CRC to submit draft report to the Town Clerk, who shall subsequently transmit draft report to the BOS	§ 7-191(b)
Not later than 45 days after CRC submits draft report to Town Clerk		BOS to hold final hearing on draft report. BOS must hold at least one public hearing on the report, but the final hearing must be no later than this date.	§ 7-191(b)
Not later than 15 days after the BOS's last public hearing on the CRC's draft report		Deadline for BOS to make recommendations to CRC for such changes in the draft report as it deems desirable. If the BOS makes no recommendations for changes to the draft report, then the report shall be final.	§ 7-191(b)
Not later than 30 days after the CRC receives recommendations from the BOS		If the BOS made recommendations to the CRC's draft report, then CRC shall make its final report to the BOS after receiving recommendations from the BOS. CRC shall confer with the BOS during the 30-day period prior to submission of the final report.	§ 7-191(c)
Not later than 15 days after the final report		BOS, by a majority vote of its entire membership, shall either approve or reject the proposed charter, or provisions thereof, outlined in the CRC's final report.	§ 7-191(d)
At least 60 days prior to election	Not later than 9/6/2025	IF APPROVED: Board of Selectmen to determine by a majority vote of its entire membership whether the proposed charter is to be submitted to electors for approval or rejection at a regular election or special election, and such	§ 7-191(e); § 9-370

(assuming election is 11/04/25); and not greater than 15 months from the approval by the appointing authority		election shall be held not later than 15 months after either approval by the appointing authority or the certification of a petition of a referendum. Board of Selectmen, by a majority vote of its entire membership, must decide whether to submit to electors at an election the proposed charter, within 60 days prior to the election date, or it cannot be voted on.	
At least 45 days prior to the election date	Not later than 9/21/2025	IF APPROVED: Town Clerk, upon determination that the necessary action has been taken for submission of the question to vote of the electors of the Town at an election, must file in the office of the Secretary of the State a statement setting forth the designation of the question as it is to appear on the ballot at the election, the date upon which the submitting action was taken and the reference to the law under which the action was taken.	§ 9-369a(b)
Not later than 30 days after approval by the BOS		IF APPROVED: Board of Selectmen must publish the proposed charter either by: 1) publishing the proposed charter in full at least once in a newspaper having general circulation in the Town; or 2) publishing the portion of the charter being amended at least once in a newspaper having a general circulation in the Town with a notice that a complete copy of the charter and amendment is available in the Town Clerk's office and that a copy shall be mailed to any person who requests a copy.	§ 7-191(d)
Not later than 45 days after approval by the BOS		IF REJECTED: 10% of electors may sign and submit petition for referendum on the proposed charter to BOS.	§ 7-191(d)
30 days after election date	12/4/2025	IF APPROVED: If the proposed charter is approved by a majority of the electors of the Town voting thereon at a regular election, or if approved by a majority which number equals at least 15 percent of the electors of the Town at a special election, such charter amendment shall become effective thirty days after such approval.	§ 7-191(f)
Not later than 30 days after election date	12/4/2025	IF APPROVED: Not later than thirty days after the approval by the electors of any proposed charter amendment, the Town Clerk must file, with the Secretary of State: 1) Three certified copies thereof, with the effective date indicated thereon; and 2) Three certified copies of the complete charter incorporating such amendments.	§ 7-191(g)