



**CITY CLERK'S OFFICE MEMORANDUM**  
**#11-2023**

**DATE:** Aug. 28, 2023

**TO:** Honorable Mayor Meredith Leighty and City Council Members

**THROUGH:** Heather Geyer, City Manager 

**FROM:** Johanna Small, City Clerk 

**SUBJECT:** CR-117 – Nov. 7, 2023 Ballot Question – Gender Silent City Charter Language

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**PURPOSE**

To consider CR-117, a resolution submitting a ballot question to voters at the Nov. 7, 2023 election to update the City Charter language to be gender-silent by replacing gender-specific references with the use of position titles.

**BACKGROUND**

On June 5, in response to a Council request, staff presented draft ballot questions to City Council to ask voters if the language in the City Charter should be amended to be gender-silent. Council provided direction to staff to bring a revised ballot question back at the Aug. 28 meeting in the form of a resolution submitting the question to voters. The City Attorney and staff prepared the revised ballot question in CR-117 based on the feedback received at the June 5 Council meeting. The June 5 staff memo is provided as Attachment 1 and includes examples of how the City Charter language would be revised by the proposed amendment.

**City Charter History**

In June 1964, citizens voted for Northglenn to become a home rule city and elected 21 individuals to serve on a Charter Commission. The Commission members were tasked with drafting a proposed charter, characterized as the City's constitution, within 120 days to then be submitted to voters for approval or rejection. Northglenn's first City Charter was approved by voters and adopted on April 29, 1975.

The original version of the City Charter was drafted using the "universal he/his" pronouns and other gender-specific terms such as Councilman, councilmen, policemen, firemen, etc. Updating this gender-specific language can help remove stereotypes, biases, and assumptions about the roles that men, women, and other individuals have access to in the community. Gendered words, particularly in formal governing documents, can have unintended consequences such as implying that all mayors, council members, and police officers are or should be men, and excluding members of the community.

An amendment to make language in the Charter gender-silent would remove gender-specific terms throughout the document without changing the meaning of the Charter provisions. When possible, gender binary pronouns would be replaced with the noun, title, or position from the same sentence, paragraph, or section, which would provide more clarity. The gender of City officials as used in the City Charter is not necessary in the context of the sections and is irrelevant to the eligibility of a person holding an office or performing a position's functions. This inclusive style of writing uses language that is likely to be perceived as neutral or welcoming by all audience members, regardless of their gender or background.

The City Charter can only be amended by a vote of the City’s electors. In 2008, an appointed Charter Review Committee comprised of residents recommended that any Charter amendments proposed by the Committee be drafted with gender neutral language. Based on their recommendation, ballot questions asking voters to amend Sections 3.4 and 6.11 of the Charter regarding City Council terms and the Municipal Judge were drafted using position titles and no gender-specific terms. Voters approved the Charter amendments at the Nov. 3, 2009 election with margins of 54% and 60%.

**Strategic Plan Priority Area #6 – Diverse Community**

Expanding the use of gender-silent language supports City Council’s value of inclusivity and advances gender equality at the local level. Action Item 6.1 of the City’s Strategic Plan is to promote diversity, inclusivity, and social equity within the City. Using gender-silent language promotes inclusion and aligns with Strategic Priority Area #6 to maintain and celebrate our diverse community.

Other actions supporting the Strategic Plan Priority Area #6 and Council’s inclusion value:

- Ordinance No. 1824 was adopted by Council in 2022 and amended the Municipal Code to make the language throughout the Code gender-silent. The drafting of legislation and other documents using gender-silent language reflects and supports the legal status all people, including transgender and non-binary persons.
- City Council documents, including ordinances, resolutions, and policies are drafted using gender-silent language to promote inclusion whenever possible.

Amending the City Charter to use gender-silent language would provide consistency, be less ambiguous, and be in alignment with Council’s values.

**Previous Ballot Question – November 2019**

City Council submitted a ballot question to voters at the Nov. 5, 2019 election asking if the City Charter should be amended to make the language throughout the document gender neutral. The proposed amendment would have eliminated gender-based titles and pronouns that seem to assume only males occupy the positions defined in the Charter, even though that has not been accurate for many years. The ballot question failed by a margin of 10%. The City’s voter turnout in 2019 was 38.8%.

**Ballot Question 3F – Gender Neutral Charter Language**

Shall the City of Northglenn Home Rule Charter be amended to make the language throughout the Charter gender neutral?		
Yes/For	3,360	45%
No/Against	4,105	55%
Total Votes Cast	7,465	

A fact sheet for Ballot Question 3F was not prepared for the Nov. 5, 2019 election. If Council approves a ballot question for the 2023 election, staff recommends preparing and distributing a factual summary of the proposed Charter amendment to voters.

**Communications on Potential Ballot Questions**

The Communications Department published information about potential 2023 ballot questions in the City’s monthly newsletter, on the website, and on the City’s social media accounts:

- Articles were published in the July and August issues of the Connection newsletter (mailed to every Northglenn address).

- A public web story has been up since June 23:  
[https://northglenn.org/news\\_detail\\_T17\\_R625.php](https://northglenn.org/news_detail_T17_R625.php)
- Social media posts went up on Facebook, Twitter, Instagram and Nextdoor on July 25 and Aug. 8.
  - Impressions: 5364
  - Reach: 3959 (not counting Twitter)
  - Engagement: 490 (13 comments/replies)

### **BUDGET/TIME IMPLICATIONS**

The City's regular municipal election will be held on Nov. 7, 2023 to elect members of the City Council. Funding for the regular election has been included in the 2023 Budget. The addition of ballot questions will not have a significant impact on the City's final cost of the election.

The City Clerk is required to certify the City's ballot content to the County Clerk and Recorders by 3:00 p.m. on Friday, Sept. 8, 2023.

### **STAFF RECOMMENDATION**

Staff recommends approval of CR-117.

### **STAFF REFERENCE**

If Council Members have any questions, please contact Johanna Small, City Clerk, at [jsmall@northglenn.org](mailto:jsmall@northglenn.org) or 303.450.8757.

### **ATTACHMENT**

1. City Clerk's Office Memo #7-2023 – June 5, 2023

**CITY CLERK'S OFFICE MEMORANDUM  
#7-2023**

**DATE:** June 5, 2023

**TO:** Honorable Mayor Meredith Leighty and City Council Members

**THROUGH:** Heather Geyer, City Manager *hmg*

**FROM:** Johanna Small, City Clerk *JS*

**SUBJECT:** Draft Ballot Questions for Gender-Silent City Charter Language

**PURPOSE**

To provide information to City Council on a potential ballot question to amend the City Charter to make the language in the Charter gender neutral, or gender silent, as requested at the City Council strategic planning retreat.

**BACKGROUND**

The City's Home Rule Charter was written in 1975 and uses predominantly male pronouns in the document. The gender of City officials as used in the City Charter is not necessary in the context of the sections and is irrelevant to the eligibility of a person holding an office or performing a position's functions.

In 2008, the Charter Review Committee, which consisted of a group of residents appointed to perform a periodic review of the City Charter, recommended that any Charter amendments proposed by the Committee be drafted as gender neutral. Voters approved ballot questions at the Nov. 3, 2009 election to amend Charter Sections 3.4 and 6.11 related to City Council terms and the Municipal Judge, which included replacing gender-specific pronouns with gender-silent position titles.

City Council submitted a question at the Nov. 5, 2019 election asking voters if the City Charter should be amended to make the language throughout the document gender neutral. The proposed amendment would have eliminated gender-based titles and pronouns that seem to assume only males occupy the positions defined in the Charter, even though that has not been accurate for many years. The ballot question failed as shown in the table below.

**Ballot Question 3F – Gender Neutral Charter Language**

Shall the City of Northglenn Home Rule Charter be amended to make the language throughout the Charter gender neutral?		
Yes/For	3,360	45%
No/Against	4,105	55%
Total Votes Cast	7,465	

The City's voter turnout for the Nov. 5, 2019 election was 38.8%.

In January 2022, City Council adopted Ordinance No. 1824 amending the Municipal Code to make the language throughout the Code gender silent. At that time, information was presented regarding the drafting of legislation and other documents using gender-silent language to reflect and support the legal status of transgender and non-binary persons. As a matter of fairness and equality, all persons covered by a law should see themselves in that law or should at least be

able to imagine themselves in it. The amended Municipal Code language was drafted to promote equality and communicate the Code’s provisions to all people regardless of their gender.

Expanding the use of gender-silent language supports City Council’s value of inclusivity and advances gender equality at the local level. Action Item 6.1 of the City’s Strategic Plan is to promote diversity, inclusivity, and social equity within the City. Using gender-silent language promotes inclusivity and aligns with Strategic Priority Area #6 to maintain and celebrate our diverse community.

### **Gender-Neutral Language**

Historically, legislation and government documents were written using the “universal he” pronoun and exclusionary titles. “He” and “man” were meant to include men and women, but women were excluded from much of what people read and heard. Using gender-specific language can reinforce inaccurate assumptions about the roles that men, women, and other individuals should occupy or have access to in their community. When words are gendered, particularly in formal governing documents, they can have unintended consequences such as implying that all mayors, council members, and police officers are men.

“Gender-neutral” language gained traction in the 1980s and was intended to account for men and women equally. This shift moved from predominantly masculine-only references to male and female references. The pronoun “he” was often replaced with “he or she.” The change in language also included using words such as “chairperson” instead of “chairman” and “police officer” instead of “policeman.” The goal of gender-neutral language was to avoid gender biases that traditionally marginalized women. While more inclusive than the previous male-only pronouns, the gender-neutral style excludes those who identify as neither male nor female.

### **Gender-Silent Language**

“Gender-silent” language is now replacing gender-neutral language in legislation and legal documents because male and female pronouns are not inclusive of all genders that are protected by law. Gender-silent language modernizes language to remove male-dominated and gender binary pronouns (he, his, she, her), which advances equity and inclusion and eliminates language that could be interpreted as sexist, stereotyping, or bias. Language that does not use gendered terms helps communicate opportunities and requirements that are clear and welcoming to all readers. Gender-silent language is less ambiguous and provides readers a space where they can imagine themselves in the information. This inclusive style of writing uses language that is likely to be perceived as neutral or welcoming by all audience members, regardless of their gender or background.

An amendment to make language in the Charter gender-silent would remove gender binary terms throughout the document without changing the meaning of the amended Charter provisions. In many cases the revised language includes more specific descriptors such as the mayor, the council member, the director, etc., which provides more clarity.

Sections of the City Charter containing gender-specific language are listed below:

City Charter Section	Gendered Language Used
Section 2.7 – Recall	“he”
Section 3.2 – The Mayor	“he” (x3) “him” (x2)
Section 3.7 – City Council Honorarium	“his” (x2)
Section 3.8 – Vacancies	“Councilman” (x3) “his” (x2) “his or her” “he”

Draft Ballot Questions for Gender-Silent City Charter Language

June 5, 2023

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Section 3.9 – Oath of Office	“his”
	“Councilman”
	“he”
Section 4.2 – Special Meetings	“his”
Section 4.7 – Voting	“he”
	“his” (x3)
Section 4.11 – Emergency Ordinances	“councilmen” (x2)
Section 5.2 – Commencement of Proceedings; Petitioners’ Committee; Affidavit	“he” (x2)
	“his”
Section 5.4 – Procedure After Filing	“his” (x2)
Section 6.1 – City Manager – Qualifications and Appointment	“he” (x3)
	“his” (x3)
Section 6.2 – City Manager – Special Powers and Duties	“he”
	“him”
Section 6.3 – City Attorney – Qualifications and Duties	“he” (x2)
	“him”
Section 6.6 – Department of Finance	“he”
Section 6.7 – Department of Public Works	“him”
Section 6.10 – Police Department	“he” (x2)
	“policemen”
	“patrolmen”
	“firemen”
Section 7.3 – Contracts	“his”
	“him”
Section 8.5 – Capital Projects Program	“his”
Section 8.12 – Amendments After Adoption	“he”
	“him” (x2)
Section 8.13 – Administration of Budget	“he” (x2)
Section 13.3 – Appointments	“his”
Section 13.5 – Residence in District	“his” (x2)
	“he” (x2)
Section 13.6 – Residence in City	“his”
	“he”
Section 13.7 – Contractors and Employees	“his”
Section 14.3 – Liability of City	“his”
Section 14.7 – Interpretations	“the masculine gender shall extend to and include the feminine gender and neuter”

When possible, gender binary pronouns would be replaced with the noun, title, or position from the same sentence, paragraph, or section.

Example from City Charter Section 3.2(b) – The Mayor:

Current:	He shall be recognized as the head of the City Government for all ceremonial and legal purposes and he shall execute and authenticate legal instruments requiring his signature as such official.
Gender-silent:	The Mayor shall be recognized as the head of the City Government for all ceremonial and legal purposes and shall execute and authenticate legal instruments requiring the Mayor’s signature as such official.

Gender-silent language helps ensure that those affected by the City's governing documents do not feel excluded based on the language used in such documents and allows all residents to feel like full members of the community, which could lead to increased participation and engagement.

### **BUDGET/TIME IMPLICATIONS**

The City's regular municipal election will be held on Nov. 7, 2023 to elect members of the City Council. Funding for the regular election has been included in the 2023 Budget. The addition of ballot questions will not have a significant impact on the City's final cost of the election.

The City Clerk is required to certify the City's ballot content to the County Clerk and Recorders by 3:00 p.m. on Friday, Sept. 8, 2023. If Council intends to submit any ballot questions for the November election, formal action must be taken prior to Sept. 8.

### **STAFF RECOMMENDATION**

Options for Council's consideration:

1. Direct staff to bring forward a resolution to place one of the attached questions on the Nov. 7, 2023 ballot.
2. Direct staff to bring forward a resolution with a revised question to be placed on the Nov. 7, 2023 ballot.
3. Direct staff to bring back more information on a potential ballot question.
4. Do not place the question on the Nov. 7, 2023 ballot.

If Council desires to submit a question to voters this November to amend language in the City Charter, staff recommends that Council consider a question requiring the use of gender-silent language.

### **STAFF REFERENCE**

If Council members have any comments or questions, please contact Johanna Small, City Clerk, at [jsmall@northglenn.org](mailto:jsmall@northglenn.org) or 303.450.8757.

### **ATTACHMENTS**

1. Draft Ballot Question for Gender-Silent Language – Version 1
2. Draft Ballot Question for Gender-Silent Language – Version 2
3. Draft Ballot Question for Gender-Silent Language – Version 3
4. Draft Ballot Question for Gender-Neutral Language
5. Examples of Gender-Silent City Charter Language

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. \_\_\_\_\_  
Series of 2023

\_\_\_\_\_ Series of 2023

A RESOLUTION SUBMITTING A BALLOT QUESTION REGARDING AMENDMENT OF THE CITY’S HOME RULE CHARTER TO THE ELECTORS OF THE CITY OF NORTHGLENN AT THE NOVEMBER 7, 2023 REGULAR MUNICIPAL ELECTION TO MAKE THE LANGUAGE OF THE NORTHGLENN HOME RULE CHARTER GENDER-SILENT

WHEREAS, Section 14.6 of the City of Northglenn Home Rule Charter (the "Charter") permits amendment to the Charter to be accomplished by any means authorized by state law or the state constitution;

WHEREAS, pursuant to Article XX, Section 5, of the Colorado Constitution, the City Council may, on its own initiative, submit by ordinance or resolution any charter amendment as a question to the voters at any general or special state or municipal election so long as the election is held not sooner than thirty (30) days following submission of the question to voters; and

WHEREAS, the City Council wishes to submit to the City's voters a question that would amend the Charter to make the language throughout the Charter gender-silent.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. At the regular municipal election of Tuesday, November 7, 2023, the following question shall be submitted to the registered electors of the City of Northglenn, Colorado:

QUESTION NO. \_\_\_\_: (Make the Charter Language Gender-Silent)

Shall the City of Northglenn Home Rule Charter be amended to make the language throughout the Charter gender-silent?

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor



ATTEST:

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JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

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COREY Y. HOFFMANN  
City Attorney

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. \_\_\_\_\_  
Series of 2023

\_\_\_\_\_ Series of 2023

A RESOLUTION SUBMITTING A BALLOT QUESTION REGARDING AMENDMENT OF THE CITY’S HOME RULE CHARTER TO THE ELECTORS OF THE CITY OF NORTHGLENN AT THE NOVEMBER 7, 2023 REGULAR MUNICIPAL ELECTION TO MAKE THE LANGUAGE OF THE NORTHGLENN HOME RULE CHARTER GENDER-SILENT

WHEREAS, Section 14.6 of the City of Northglenn Home Rule Charter (the "Charter") permits amendment to the Charter to be accomplished by any means authorized by state law or the state constitution;

WHEREAS, pursuant to Article XX, Section 5, of the Colorado Constitution, the City Council may, on its own initiative, submit by ordinance or resolution any charter amendment as a question to the voters at any general or special state or municipal election so long as the election is held not sooner than thirty (30) days following submission of the question to voters; and

WHEREAS, the City Council wishes to submit to the City's voters a question that would amend the Charter to make the language throughout the Charter gender-silent.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. At the regular municipal election of Tuesday, November 7, 2023, the following question shall be submitted to the registered electors of the City of Northglenn, Colorado:

QUESTION NO. \_\_\_\_: (Make the Charter Language Gender-Silent)

Shall the City of Northglenn Home Rule Charter be amended to make the language throughout the Charter gender-silent, meaning that gender-specific references shall be replaced with the use of position titles?

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

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JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

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COREY Y. HOFFMANN  
City Attorney

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. \_\_\_\_\_  
Series of 2023

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A RESOLUTION SUBMITTING A BALLOT QUESTION REGARDING AMENDMENT OF THE CITY'S HOME RULE CHARTER TO THE ELECTORS OF THE CITY OF NORTHGLENN AT THE NOVEMBER 7, 2023 REGULAR MUNICIPAL ELECTION TO MAKE THE LANGUAGE OF THE NORTHGLENN HOME RULE CHARTER GENDER-SILENT

WHEREAS, Section 14.6 of the City of Northglenn Home Rule Charter (the "Charter") permits amendment to the Charter to be accomplished by any means authorized by state law or the state constitution;

WHEREAS, pursuant to Article XX, Section 5, of the Colorado Constitution, the City Council may, on its own initiative, submit by ordinance or resolution any charter amendment as a question to the voters at any general or special state or municipal election so long as the election is held not sooner than thirty (30) days following submission of the question to voters; and

WHEREAS, the City Council wishes to submit to the City's voters a question that would amend the Charter to make the language throughout the Charter gender-silent.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. At the regular municipal election of Tuesday, November 7, 2023, the following question shall be submitted to the registered electors of the City of Northglenn, Colorado:

QUESTION NO. \_\_\_\_: (Gender Silent City Charter Language)

To reflect the make-up of the City’s residents and for consistency, shall the City of Northglenn Home Rule Charter be amended throughout to replace gender-specific references, such as “he,” and to use the term “Council Member” consistently to refer to those serving on City Council?

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

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JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

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COREY Y. HOFFMANN  
City Attorney

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. \_\_\_\_\_  
Series of 2023

\_\_\_\_\_ Series of 2023

A RESOLUTION SUBMITTING A BALLOT QUESTION REGARDING AMENDMENT OF THE CITY'S HOME RULE CHARTER TO THE ELECTORS OF THE CITY OF NORTHGLENN AT THE NOVEMBER 7, 2023 REGULAR MUNICIPAL ELECTION TO MAKE THE LANGUAGE OF THE NORTHGLENN HOME RULE CHARTER GENDER-NEUTRAL

WHEREAS, Section 14.6 of the City of Northglenn Home Rule Charter (the "Charter") permits amendment to the Charter to be accomplished by any means authorized by state law or the state constitution;

WHEREAS, pursuant to Article XX, Section 5, of the Colorado Constitution, the City Council may, on its own initiative, submit by ordinance or resolution any charter amendment as a question to the voters at any general or special state or municipal election so long as the election is held not sooner than thirty (30) days following submission of the question to voters; and

WHEREAS, the City Council wishes to submit to the City's voters a question that would amend the Charter to make the language throughout the Charter gender-neutral.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. At the regular municipal election of Tuesday, November 7, 2023, the following question shall be submitted to the registered electors of the City of Northglenn, Colorado:

QUESTION NO. \_\_\_\_: (Make the Charter Language Gender-Neutral)

Shall the City of Northglenn Home Rule Charter be amended to make the language throughout the Charter gender-neutral?

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

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JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

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COREY Y. HOFFMANN  
City Attorney

Current City Charter Language	Examples of Gender-Silent Amendments
<p><b>Section 2.7 – Recall</b></p>	
<p>Any incumbent of an elective office may be removed from office by the qualified electors of the City after <b>he</b> has held office for six months.</p>	<p>Any incumbent of an elective office may be removed from office by the qualified electors of the City after <b>the incumbent</b> has held office for six months.</p>
<p><b>Section 3.2 – The Mayor</b></p>	
<p>The Mayor shall preside at meetings of the City Council and shall exercise such powers and perform such other duties as are or may be conferred and imposed upon <b>him</b> by this Charter or the ordinances of the City. <b>He</b> shall have all of the powers, rights, privileges and obligations of a council member. <b>He</b> shall be recognized as the head of the City Government for all ceremonial and legal purposes and <b>he</b> shall execute and authenticate legal instruments requiring <b>his</b> signature as such official.</p>	<p>The Mayor shall preside at meetings of the City Council and shall exercise such powers and perform such other duties as are or may be conferred and imposed upon <b>the Mayor</b> by this Charter or the ordinances of the City. <b>The Mayor</b> shall have all of the powers, rights, privileges and obligations of a council member. <b>The Mayor</b> shall be recognized as the head of the City Government for all ceremonial and legal purposes and shall execute and authenticate legal instruments requiring <b>the Mayor's</b> signature as such official.</p>
<p><b>Section 3.7 – City Council Honorarium</b></p>	
<p>City Council members shall be paid an honorarium commensurate with <b>his</b> present salary;</p> <p>City Council may, by ordinance, increase the honorarium in an amount not to exceed ten percent (10%) per term, provided that the honorarium of any member may not be increased or decreased during <b>his</b> term of office, nor shall any increase be acted upon or effective within sixty (60) days prior to any general election;</p>	<p>City Council members shall be paid an honorarium commensurate with <b>the Council member's</b> present salary;</p> <p>City Council may, by ordinance, increase the honorarium in an amount not to exceed ten percent (10%) per term, provided that the honorarium of any member may not be increased or decreased during <b>the member's</b> term of office, nor shall any increase be acted upon or effective within sixty (60) days prior to any general election;</p>
<p><b>Section 3.8 – Vacancies</b></p>	
<p>A <b>Councilman</b> shall continue to hold <b>his</b> office until <b>his</b> successor is duly qualified. A City Council seat shall become vacant whenever any <b>councilman</b> is recalled, dies, becomes incapacitated, resigns, or ceases to be a resident of the City, or of <b>his or her</b> district, or is convicted of a felony. Within thirty (30) days after a vacancy occurs, the remaining <b>councilmen</b> shall appoint, by majority vote, a duly qualified person to fill such vacancy. <b>He</b> shall serve the unexpired term so vacant until the next general municipal election.</p>	<p>A <b>Council member</b> shall continue to hold office until <b>the Council member's</b> successor is duly qualified. A City Council seat shall become vacant whenever any <b>council member</b> is recalled, dies, becomes incapacitated, resigns, or ceases to be a resident of the City, or of <b>the Council member's</b> district, or is convicted of a felony. Within thirty (30) days after a vacancy occurs, the remaining <b>council members</b> shall appoint, by majority vote, a duly qualified person to fill such vacancy. The <b>appointed Council member</b> shall serve the unexpired term so vacant until the next general municipal election.</p>



**Section 3.9 – Oath of Office**

Before entering upon the duties of **his** office, every **councilman** shall take, subscribe before, and file with the City Clerk, an oath or affirmation that **he** will support the Constitution of the United States, the Constitution of the State of Colorado, this Charter, and the ordinances of the City, and will faithfully perform the duties of the office.

Before entering upon the duties of office, every **council member** shall take, subscribe before, and file with the City Clerk, an oath or affirmation that **the Council member** will support the Constitution of the United States, the Constitution of the State of Colorado, this Charter, and the ordinances of the City, and will faithfully perform the duties of the office.

**Section 4.2 – Special Meetings**

Special meetings shall be called by the City Clerk on the written request of the Mayor or of any two members of the Council, or the City Manager, on at least 24 hours written notice to each member of the Council, served personally or left at **his** usual place of residence, or by any means determined by the Council to provide adequate notice;

Special meetings shall be called by the City Clerk on the written request of the Mayor or of any two members of the Council, or the City Manager, on at least 24 hours written notice to each member of the Council, served personally or left at **the member's** usual place of residence, or by any means determined by the Council to provide adequate notice;

**Section 4.7 – Voting**

No member of the Council shall vote on any question in which **he** has a substantial personal or financial interest, other than the common public interest, or on any question concerning **his** own conduct, and in said instances the member shall disclose this interest to the Council. On all other questions, each member who is present shall vote when **his** name is called. Any member refusing to vote except when not so required by this paragraph shall be deemed delinquent in **his** duties.

No member of the Council shall vote on any question in which **the Council member** has a substantial personal or financial interest, other than the common public interest, or on any question concerning **the Council member's** own conduct, and in said instances the member shall disclose this interest to the Council. On all other questions, each member who is present shall vote when **the member's** name is called. Any member refusing to vote except when not so required by this paragraph shall be deemed delinquent in **the member's** duties.

**Section 4.11 – Emergency Ordinances**

Emergency ordinances for the preservation of public property, health, peace, or safety shall be approved only by the unanimous vote of **councilmen** present or a vote of five (5) **councilmen**, whichever is less.

Emergency ordinances for the preservation of public property, health, peace, or safety shall be approved only by the unanimous vote of **council members** present or a vote of five (5) **council members**, whichever is less.

**Section 5.2 – Commencement of Proceedings; Petitioners' Committee; Affidavit**

Each page of a petition shall have attached to it when filed an affidavit executed by the circulator thereof stating that **he** personally circulated the petition, the number of signatures thereon, that all signatures were affixed in **his** presence, that **he** believes them to be the genuine signatures of the persons whose names they purport to be and that each signer had an opportunity before signing to read the full text of the ordinance proposed or sought to be reconsidered.

Each page of a petition shall have attached to it when filed an affidavit executed by the circulator thereof stating that **the circulator** personally circulated the petition, the number of signatures thereon, that all signatures were affixed in **the circulator's** presence, that **the circulator** believes them to be the genuine signatures of the persons whose names they purport to be and that each signer had an

opportunity before signing to read the full text of the ordinance proposed or sought to be reconsidered.

### Section 5.4 – Procedure After Filing

Certificate of Clerk. Amendment. Within ten (10) days after the petition is filed, the City Clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the particulars wherein it is defective and shall promptly send a copy of the certificate to the petitioners' committee by registered mail. A petition certified insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the Clerk within two (2) days after receiving the copy of his certificate and files a supplementary petition upon additional forms within ten (10) days after receiving the copy of such certificate.

If a petition or amended petition is certified sufficient, or if a petition or amended petition is certified insufficient and the petitioners' committee does not elect to amend or request Council review under subsection (b) of this section within the time required, the Clerk shall promptly present his certificate to the City Council, and the certificate shall then be a final determination as to the sufficiency of the petition.

Certificate of Clerk. Amendment. Within ten (10) days after the petition is filed, the City Clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the particulars wherein it is defective and shall promptly send a copy of the certificate to the petitioners' committee by registered mail. A petition certified insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the Clerk within two (2) days after receiving the copy of the Clerk's certificate and files a supplementary petition upon additional forms within ten (10) days after receiving the copy of such certificate.

If a petition or amended petition is certified sufficient, or if a petition or amended petition is certified insufficient and the petitioners' committee does not elect to amend or request Council review under subsection (b) of this section within the time required, the Clerk shall promptly present the certificate to the City Council, and the certificate shall then be a final determination as to the sufficiency of the petition.

### Section 6.1 – City Manager – Qualifications and Appointment

The City Manager shall be the chief administrative officer of the City. As such, he shall possess, have and exercise all the administrative powers vested in the City. He shall be chosen by the City Council solely on the basis of his administrative qualifications.

His salary shall be fixed by the City Council. He shall be appointed for an indefinite period, and shall be removable by the Council at pleasure.

The City Manager may appoint a department head to function in his capacity during short absences.

The City Manager shall be the chief administrative officer of the City. As such, the City Manager shall possess, have and exercise all the administrative powers vested in the City. The City Manager shall be chosen by the City Council solely on the basis of the City Manager's administrative qualifications.

The City Manager's salary shall be fixed by the City Council. The City Manager shall be appointed for an indefinite period, and shall be removable by the Council at pleasure.

The City Manager may appoint a department head to function in the City Manager's capacity during short absences.

**Section 6.2 – City Manager – Special Powers and Duties**

<p>To recommend to the Council for adoption such measures as <b>he</b> may deem necessary or expedient.</p> <p>To perform such other duties as may be prescribed by this Charter, or required of <b>him</b> by ordinance or resolution of the Council.</p>	<p>To recommend to the Council for adoption such measures as <b>the City Manager</b> may deem necessary or expedient.</p> <p>To perform such other duties as may be prescribed by this Charter, or required of <b>the City Manager</b> by ordinance or resolution of the Council.</p>
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**Section 6.3 – City Attorney – Qualifications and Duties**

<p><b>He</b> shall be an attorney at law admitted to practice in the State of Colorado.</p> <p>The City Attorney shall be the legal representative of the City and <b>he</b> shall advise the City Council and City officials in matters relating to their official powers and duties and perform such other duties as City Council may prescribe by ordinance or resolution.</p> <p>City Council shall establish compensation for the City Attorney, <b>his</b> assistants and special counsel.</p>	<p><b>The City Attorney</b> shall be an attorney at law admitted to practice in the State of Colorado.</p> <p>The City Attorney shall be the legal representative of the City and shall advise the City Council and City officials in matters relating to their official powers and duties and perform such other duties as City Council may prescribe by ordinance or resolution.</p> <p>City Council shall establish compensation for the City Attorney, <b>the City Attorney's</b> assistants and special counsel.</p>
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**Section 6.6 – Department of Finance**

<p>The Department of Finance shall be supervised by a Director of Finance who shall also be the City Treasurer. <b>He</b> shall keep and supervise all accounts, receive and have custody of all monies of the City, make and keep public records of the City not specifically entrusted to any other department by this Charter or by ordinance, and perform such other duties pertaining to the Department of Finance as required by this Charter, the City Council or the City Manager.</p>	<p>The Department of Finance shall be supervised by a Director of Finance who shall also be the City Treasurer. <b>The Director of Finance</b> shall keep and supervise all accounts, receive and have custody of all monies of the City, make and keep public records of the City not specifically entrusted to any other department by this Charter or by ordinance, and perform such other duties pertaining to the Department of Finance as required by this Charter, the City Council or the City Manager.</p>
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**Section 6.7 – Department of Public Works**

<p>The Director of Public Works shall perform such duties as may be prescribed for <b>him</b> by this Charter, by the City Council upon recommendation by the City Manager, or by the City Manager.</p>	<p>The Director of Public Works shall perform such duties as may be prescribed for <b>the Director</b> by this Charter, by the City Council upon recommendation by the City Manager, or by the City Manager.</p>
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**Section 6.10 – Police Department**

The Police Department shall be supervised by a Director, who may also be known as the Chief of Police. Except as otherwise provided in this Charter, **he** shall, in times of public danger or emergency, have exclusive power to deputize, appoint, and administer the oath of office to any necessary and additional **policemen, patrolmen** or **firemen**, as the nature of the emergency may require during the period of such public danger or emergency.

The Chief of Police may create or abolish, from time to time, such bureaus and divisions within the Department as **he** shall deem necessary and proper to the proper organization of the Department.

The Police Department shall be supervised by a Director, who may also be known as the Chief of Police. Except as otherwise provided in this Charter, **the Chief of Police** shall, in times of public danger or emergency, have exclusive power to deputize, appoint, and administer the oath of office to any necessary and additional **police officers, patrol officers** or **firefighters**, as the nature of the emergency may require during the period of such public danger or emergency.

The Chief of Police may create or abolish, from time to time, such bureaus and divisions within the Department as **the Chief of Police** shall deem necessary and proper to the proper organization of the Department.

**Section 7.3 – Contracts**

Any contract or agreement in an amount in excess of the amount fixed by ordinance made with form or terms other than the standard City purchase order form, shall, before execution, be submitted to the attorney and **his** opinion obtained with respect to its form and legality.

No contract shall be amended after the same has been made except upon the authority of the Council, provided that the City Manager may amend contracts for those purchases and sales made by **him** when the dollar amount is less than the limitation imposed by ordinance.

Any contract or agreement in an amount in excess of the amount fixed by ordinance made with form or terms other than the standard City purchase order form, shall, before execution, be submitted to the attorney and **the attorney's** opinion obtained with respect to its form and legality.

No contract shall be amended after the same has been made except upon the authority of the Council, provided that the City Manager may amend contracts for those purchases and sales made by **the City Manager** when the dollar amount is less than the limitation imposed by ordinance.

**Section 8.5 – Capital Projects Program**

The Manager, with such assistance as the City Council may direct, shall prepare and submit to the City Council a five-year capital projects program simultaneously with **his** recommended budget.

The Manager, with such assistance as the City Council may direct, shall prepare and submit to the City Council a five-year capital projects program simultaneously with **the City Manager's** recommended budget.

**Section 8.12 – Amendments After Adoption**

If at any time during the fiscal year it appears probable to the Manager that the revenues available will be insufficient to meet the amount appropriated, **he** shall report to the City Council without delay, indicating the estimated amount of deficit, any remedial action taken by **him** and **his** recommendation as to any other steps to be taken.

If at any time during the fiscal year it appears probable to the Manager that the revenues available will be insufficient to meet the amount appropriated, **the Manager** shall report to the City Council without delay, indicating the estimated amount of deficit, any remedial action taken by **the Manager** and **the Manager's** recommendation as to any other steps to be taken.

**Section 8.13 – Administration of Budget**

The City Manager may require each department, office or agency to submit work programs for the ensuing fiscal year, showing the allocation of its fund requests by activity, by period, or by other measure appropriate to the administration of such work program. He may revise such work programs at or after the tie of adoption of the budget, or during the fiscal year, and shall revise them to accord with any supplemental, emergency, reduced or transferred appropriation made pursuant to Section 8.13, after approval by the City Council in cases of transfer of funds from one department to another.

The City Manager shall submit to the City Council such reports as he deems appropriate or as requested by the City Council in the form of a monthly budget report.

The City Manager may require each department, office or agency to submit work programs for the ensuing fiscal year, showing the allocation of its fund requests by activity, by period, or by other measure appropriate to the administration of such work program.

The City Manager may revise such work programs at or after the tie of adoption of the budget, or during the fiscal year, and shall revise them to accord with any supplemental, emergency, reduced or transferred appropriation made pursuant to Section 8.13, after approval by the City Council in cases of transfer of funds from one department to another.

The City Manager shall submit to the City Council such reports as the City Manager deems appropriate or as requested by the City Council in the form of a monthly budget report.

**Section 13.3 – Appointments (Citizens’ Affairs Board)**

Thereafter upon the expiration of the term of a member of the Board, his successor shall be appointed for a term of five years.

Thereafter upon the expiration of the term of a member of the Board, the member’s successor shall be appointed for a term of five years.

**Section 13.5 – Residence in District (Citizens’ Affairs Board)**

If a Board member changes his place of residence from the district in which he resided at the time of his appointment, he shall no longer hold office and a successor shall be appointed from the same district if that district would otherwise not have representation on the Board.

If a Board member changes the member’s place of residence from the district in which the member resided at the time of appointment, the member shall no longer hold office and a successor shall be appointed from the same district if that district would otherwise not have representation on the Board.

**Section 13.6 – Residence in City (Citizens’ Affairs Board)**

If a Board member changes his place of residence from the City of Northglenn he shall no longer hold office, and a success shall be appointed.

If a Board member changes the member’s place of residence from the City of Northglenn the member shall no longer hold office, and a success shall be appointed.

**Section 13.7 – Contractors and Employees (Citizens’ Affairs Board)**

A Board member shall not be a contractor of the City. Any Board member who, after his appointment, becomes an officer, employee or contractor of the City, shall be automatically removed from office and a successor appointed.

A Board member shall not be a contractor of the City. Any Board member who, after the Board member’s appointment, becomes an officer, employee or contractor of the City, shall be automatically removed from office and a successor appointed.

**Section 14.3 – Liability of City**

No action for recovery of compensation for personal injury, death, or property damage against the City on account of its negligence shall be maintained unless written notice of the alleged time, place and cause of injury, death, or property damage is given to the City Clerk by the person injured, his agent, or attorney, within 180 days of the occurrence causing the injury, death, or property damage as required by the Governmental Immunity Act.

No action for recovery of compensation for personal injury, death, or property damage against the City on account of its negligence shall be maintained unless written notice of the alleged time, place and cause of injury, death, or property damage is given to the City Clerk by the person injured, the person's agent, or attorney, within 180 days of the occurrence causing the injury, death, or property damage as required by the Governmental Immunity Act.

**Section 14.7 – Interpretations**

Except as otherwise specifically provided or indicated by the context hereof, all words used in this Charter indicating the present tense shall not be limited to the time of the adoption of this Charter but shall extend to and include the time of the happening of any event or requirement for which provision is made herein. The singular number shall include the plural, the plural shall include the singular and the masculine gender shall extend to and include the feminine gender and neuter, and the word "person" may extend and be applied to bodies politic and corporate and to partnerships as well as to individuals.

Except as otherwise specifically provided or indicated by the context hereof, all words used in this Charter indicating the present tense shall not be limited to the time of the adoption of this Charter but shall extend to and include the time of the happening of any event or requirement for which provision is made herein. The singular number shall include the plural, the plural shall include the singular, and the word "person" may extend and be applied to bodies politic and corporate and to partnerships as well as to individuals.

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-117  
Series of 2023

\_\_\_\_\_  
Series of 2023

A RESOLUTION SUBMITTING A BALLOT QUESTION REGARDING AMENDMENT OF THE CITY'S HOME RULE CHARTER TO THE ELECTORS OF THE CITY OF NORTHGLENN AT THE NOVEMBER 7, 2023 REGULAR MUNICIPAL ELECTION TO MAKE THE LANGUAGE OF THE NORTHGLENN HOME RULE CHARTER GENDER-SILENT

WHEREAS, Section 14.6 of the City of Northglenn Home Rule Charter (the "Charter") permits amendment to the Charter to be accomplished by any means authorized by state law or the state constitution;

WHEREAS, pursuant to Article XX, Section 5, of the Colorado Constitution, the City Council may, on its own initiative, submit by ordinance or resolution any charter amendment as a question to the voters at any general or special state or municipal election so long as the election is held not sooner than thirty (30) days following submission of the question to voters; and

WHEREAS, the City Council wishes to submit to the City's voters a question that would amend the Charter to make the language throughout the Charter gender-silent.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. At the regular municipal election of Tuesday, November 7, 2023, the following question shall be submitted to the registered electors of the City of Northglenn, Colorado:

QUESTION NO. \_\_\_\_: (Updating the Charter Language to Be Gender-Silent)

Shall the City of Northglenn Home Rule Charter be amended to update the language throughout the Charter to be gender-silent, meaning that gender-specific references such as "he," "Councilmen," and "Policemen" shall be replaced with the use of position titles such as "Mayor," "Council members," and "Police Officers"?

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
SHANNON LUKEMAN-HIROMASA  
Mayor Pro Tem

ATTEST:

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JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

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COREY Y. HOFFMANN  
City Attorney