

**FORMS FOR ADOPTING THE COUNCIL-MANAGER FORM OF GOVERNMENT**

**Form #1**

RESOLUTION OF INTENT TO CONSIDER AN ORDINANCE AMENDING THE CHARTER OF THE (CITY) (TOWN) (VILLAGE) OF \_\_\_\_\_ TO ADOPT THE COUNCIL-MANAGER FORM OF GOVERNMENT AND SETTING THE DATE FOR A PUBLIC HEARING THEREON

WHEREAS, pursuant to G.S.160A-101 and 160A-102, the (Governing Body) of the (City) (Town) (Village) of \_\_\_\_\_ may adopt an ordinance to amend the Charter of the (City) (Town) (Village) to implement any of the optional forms set out in G.S. 160A-101; and

WHEREAS, G.S. 160A-102 requires that proposed Charter amendments first be submitted to a public hearing and that due notice thereof be published not less than ten (10) days prior to the date fixed for the public hearing;

NOW, THEREFORE, BE IT RESOLVED by the (Governing Body) of the (City) (Town) (Village) of \_\_\_\_\_ that:

1. The (Governing Body) hereby intends to consider an ordinance amending the Charter of the (City) (Town) (Village) of \_\_\_\_\_, as set forth in Chapter \_\_\_\_\_ of the (Year) (Private) (Session) Laws of North Carolina, as amended, to adopt the council-manager form of government, as authorized by G.S. 160A-101(9)(b).

2. A public hearing on the proposed ordinance is hereby called at (place) at (time) on (day of week), (date).

3. Following the public hearing called hereby, the (Governing Body) shall consider passage of the ordinance at its regular meeting on (day of week), (date).

4. The (City) (Town) (Village) Clerk is hereby directed to cause to be published in the (name of newspaper) a proper notice of the public hearing called, which notice shall contain a summary of the proposed Charter amendments.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

**Form #2**

NOTICE OF PUBLIC HEARING ON PROPOSED CHARTER AMENDMENT ORDINANCE

The public will take notice that the (Governing Body) of the (City) (Town) (Village) of \_\_\_\_\_ will conduct a public hearing at (place) at (time) on (day of week), (date), concerning a proposed ordinance amending the Charter of the (City) (Town) (Village) of \_\_\_\_\_, as set forth in Chapter \_\_\_\_\_ of the (Year) (Private) (Session) Laws of North Carolina, as amended, to adopt the council-manager form of government. Following the public hearing, the (Governing Body) will consider passage of the ordinance at its regular meeting to be held on (day of week), (date).

\_\_\_\_\_  
(City) (Town) (Village) Clerk

**Form #3**

AN ORDINANCE AMENDING THE CHARTER OF THE (CITY) (TOWN) (VILLAGE) OF \_\_\_\_\_  
TO ADOPT THE COUNCIL-MANAGER FORM OF GOVERNMENT

BE IT ORDAINED by the (Governing Body) of the (City) (Town) (Village) of \_\_\_\_\_:

Section 1. Pursuant to G.S.160A-101 and 160A-102, the Charter of the (City) (Town) (Village) of \_\_\_\_\_, as set forth in Chapter \_\_\_\_\_ of the (Year) (Private) (Session) Laws of North Carolina, as amended, is hereby further amended to provide that the (City) (Town) (Village) shall operate under the council-manager form of government in accordance with Part 2 of Article 7 of G.S. Chapter 160A and any charter provisions not in conflict therewith.

Section 2. The (City) (Town) (Village) Clerk shall cause a notice to be duly published, stating that an ordinance amending the Charter to adopt the council-manager form of government has been adopted. Subject to any referendum petitioned for and conducted pursuant to G.S. 160A-103, this ordinance shall be in full force and effect from and after (date).

**OR**

Section 2. This ordinance shall be effective only upon approval by a vote of the people. A special election for the purpose of submitting the ordinance to a vote shall be held as provided by resolution also adopted this day.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

Approved as to Form:

\_\_\_\_\_  
Attorney

**Form #4**

PUBLIC NOTICE STATING THAT AN ORDINANCE AMENDING THE CHARTER OF THE (CITY) (TOWN) (VILLAGE) OF \_\_\_\_\_ HAS BEEN ENACTED ADOPTING THE COUNCIL-MANAGER FORM OF GOVERNMENT FOR THE (CITY) (TOWN) (VILLAGE)

The public will take notice that the (Governing Body) of the (City) (Town) (Village) of \_\_\_\_\_ enacted an ordinance on (date), amending the (City) (Town) (Village) Charter, as set forth in Chapter \_\_\_\_\_ of the (Year) (Private) (Session) Laws of North Carolina, as amended, to adopt the council-manager form of government for the (City) (Town) (Village).

\_\_\_\_\_  
(City) (Town) (Village) Clerk

**Form #5**

RESOLUTION CALLING A SPECIAL ELECTION FOR THE PURPOSE OF SUBMITTING TO A VOTE AN ORDINANCE ADOPTING THE COUNCIL-MANAGER FORM OF GOVERNMENT FOR THE (CITY) (TOWN) (VILLAGE) OF \_\_\_\_\_

WHEREAS, pursuant to G.S. 160A-101 and 160A-102 the (Governing Body) of the (City) (Town) (Village) of \_\_\_\_\_ enacted an ordinance on (date), amending the Charter of the (City) (Town) (Village) as set forth in Chapter \_\_\_\_\_ of the (Year) (Private) (Session) Laws of North Carolina, as amended, to adopt the council-manager form of government; and

WHEREAS, pursuant to G.S. 160A-102, the ordinance provides that it will become effective only if approved by a vote of the people;

**OR**

WHEREAS, pursuant to G.S. 160A-103, a valid petition for referendum has been received by the (Governing Body);

NOW, THEREFORE, BE IT RESOLVED BY THE (Governing Body) of the (City) (Town) (Village) of \_\_\_\_\_ that:

1. An election is hereby called for (day of week), (date), for the purpose of determining whether the (City) (Town) (Village) of \_\_\_\_\_ shall operate under the council-manager form of government in accordance with Part 2 of Article 7 of G.S. Chapter 160A and any charter provisions not in conflict therewith.

2. Pursuant to G.S. 163A-1592 the (Name of County) County Board of Elections is hereby requested to conduct the election herein described and the (City) (Town) (Village) Clerk is directed to forthwith deliver a copy of this resolution to said Board of Elections.

3. Pursuant to G.S. 160A-102, the (City) (Town) (Village) Clerk shall cause to be duly published in accordance with G.S. 163A-1592 a notice of the election hereby called. (Not required for election resulting from referendum petition.)

4. The election shall be held in accordance with Article 27, Chapter 163A of the General Statutes of North Carolina.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

**Form #6**

PUBLIC NOTICE OF ELECTION ON THE ORDINANCE ADOPTING THE COUNCIL-MANAGER FORM OF GOVERNMENT FOR THE (CITY) (TOWN) (VILLAGE) OF \_\_\_\_\_

The public will take notice that an election will be conducted in the (City) (Town) (Village) of \_\_\_\_\_, North Carolina, on (day of week), (date), for the purpose of submitting to the voters the question of whether the ordinance enacted by the (Governing Body) on (date), amending the (City) (Town) (Village) Charter, as set forth in Chapter \_\_\_\_\_ of the (Year) (Private) (Session) Laws of North Carolina, as amended, to adopt the council-manager form of government for the (City) (Town) (Village) shall become effective.

The election will be held in the following precincts:

The polls will be open on election day from \_\_\_\_\_ a.m. until \_\_\_\_\_ p.m.

\_\_\_\_\_  
(City) (Town) (Village) Clerk

**Form #7**

RESOLUTION CALLING A SPECIAL ELECTION FOR THE PURPOSE OF SUBMITTING TO A VOTE CHARTER AMENDMENTS INITIATED BY PETITION ADOPTING THE COUNCIL-MANAGER FORM OF GOVERNMENT FOR THE (CITY) (TOWN) (VILLAGE) OF \_\_\_\_\_

WHEREAS, the (Governing Body) of the (City) (Town) (Village) of \_\_\_\_\_ received a valid initiative petition pursuant to G.S. 160A-104 on (date), proposing amendments to the Charter of the (City) (Town) (Village) as set forth in Chapter \_\_\_\_\_ of the (Year) (Private) (Session) Laws of North Carolina, as amended; and

WHEREAS, the proposed amendments would adopt the council-manager form of government for the (City) (Town) (Village);

NOW, THEREFORE, BE IT RESOLVED BY THE (Governing Body) of the (City) (Town) (Village) of \_\_\_\_\_ that:

1. An election is hereby called for (day of week), (date), for the purpose of determining whether the (City) (Town) (Village) of \_\_\_\_\_ shall operate under the council-manager form of government in accordance with Part 2 of Article 7 of G.S. Chapter 160A and any charter provisions not in conflict therewith.

2. Pursuant to G.S. 163A-1592, the (Name of County) County Board of Elections is hereby requested to conduct the election herein described and the (City) (Town) (Village) Clerk is directed to forthwith deliver a copy of this resolution to said Board of Elections.

3. Pursuant to G.S. 160A-104, the (City) (Town) (Village) Clerk shall cause to be duly published in accordance with G.S. 163A-1592 a notice of the election hereby called.

4. The election shall be held in accordance with Article 27, Chapter 163A of the General Statutes of North Carolina.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

**Form #8**

**PUBLIC NOTICE OF ELECTION ON CHARTER AMENDMENTS PROPOSED BY  
PETITION TO ADOPT THE COUNCIL-MANAGER FORM OF GOVERNMENT FOR  
THE (CITY) (TOWN) (VILLAGE) OF \_\_\_\_\_**

The public will take notice that an election will be conducted in the (City) (Town) (Village) of \_\_\_\_\_, North Carolina, on (day of week), (date), for the purpose of submitting to the voters the question of whether the proposal contained in an initiative petition received by the (Governing Body) on (date), amending the (City) (Town) (Village) Charter, as set forth in Chapter \_\_\_\_\_ of the (Year) (Private) (Session) Laws of North Carolina, as amended, to adopt the council-manager form of government for the (City) (Town) (Village) shall be approved.

The election will be held in the following precincts:

The polls will be open on election day from \_\_\_\_\_ a.m. until \_\_\_\_\_ p.m.

\_\_\_\_\_  
(City) (Town) (Village) Clerk



**Form #9**

AN ORDINANCE AMENDING THE CHARTER OF THE (CITY) (TOWN) (VILLAGE) OF \_\_\_\_\_ TO ADOPT THE COUNCIL-MANAGER FORM OF GOVERNMENT

WHEREAS, the (Governing Body) of the (City) (Town) (Village) of \_\_\_\_\_ received a valid initiative petition pursuant to G.S. 160A-104 on (date), proposing amendments to the Charter of the (City) (Town) (Village) to adopt the council-manager form of government for the (City) (Town) (Village); and

WHEREAS, after publication of notice an election was duly held on (day of week), (date), for the purpose of submitting the proposed amendments to a vote of the people; and

WHEREAS, a majority of the votes cast in the election were in favor of the proposed amendments;

NOW, THEREFORE, BE IT ORDAINED by the (Governing Body) of the (City) (Town) (Village) of \_\_\_\_\_:

Section 1. Pursuant to G.S. Chapter 160A, Article 5, Part 4, the Charter of the (City) (Town) (Village) of \_\_\_\_\_, as set forth in Chapter \_\_\_\_\_ of the (Year) (Private) (Session) Laws of North Carolina, as amended, is hereby further amended to provide that the (City) (Town) (Village) of \_\_\_\_\_ shall hereafter operate under the council-manager form of government in accordance with Part 2 of Article 7 of G.S. Chapter 160A and any charter provisions not in conflict therewith.

Section 2. This ordinance shall be effective upon adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

Approved as to Form:

\_\_\_\_\_  
Attorney

**NCLM 02/18**