Steps for Making or Changing a Local Law

1. **Problem or Need**
   Citizen or group identifies a problem or need that could be addressed through a new or revised local law.

2. **Proposal**
   Citizen or group presents proposed law to mayor, council, commission, administrator, or staff person.

3. **Discussion**
   Local lawmaking body discusses pros and cons of proposed law and makes changes.

4. **Investigation**
   Staff person investigates need for proposed law.

5. **Legal Review**
   Lawyers review proposed law to see if it conflicts with existing laws.

6. **Draft of Ordinance or Regulation**
   Proposed law is written in draft form in legal language.

7. **Public Discussion or Hearing**
   Lawmaking body presents proposed law in a public meeting so other people can hear about it and comment on it.

8. **Vote by Lawmaking Body**
   If there is one, the city council (or other lawmaking body) votes on the proposed law. If the body votes “no,” the process ends here; if “yes,” the proposed law is passed on to the chief executive.

9. **Law Signed, Not Signed or Vetoed**
   The chief executive (mayor, commissioner, or administrator) does one of three things: signs the proposed law, making it a real law; leaves it unsigned; or vetoes (rejects) it. If the law is left unsigned, it may become a real law anyway after a certain number of days, depending on the local government.