

## **CITY COUNCIL MEMBER**

City Council members are generally elected to office by voters from identified wards, to represent the community's best interests and supervise the operation of the municipal government. Under some circumstances council members may be appointed to a council seat. Council members exercise voting powers to pass ordinances that protect the public, formulate land use policies and approve building projects.

### **DUTIES:**

- A council member must attend public meetings twice per month to conduct city business
- City Council members must read the council agenda packets before each meeting
- Must attend annual budget meetings and implement a spending and revenue policy
- Must vote on issues pending before the council and should articulate reasons for the vote to the public
- Council members are required to attend closed session meetings, to participate in the decision-making process involving city-related litigation or personnel issues
- City Council members can, as the entire council, hire the City Manager.
- City Council members have the authority and are responsible for passing municipal ordinances and budgets

### **Qualifications**

City Council members must be a citizen of the United States and at least 18-years of age. Interested parties must be a resident of the City and a registered voter. Anyone with a felony conviction or any bribery or fraud-related conviction may be subject to disqualification.

### **MEMBER EXPECTATIONS:**

- Serve on council committees
- Attend two monthly council meetings
- Be an advocate for the ward
- Appoint the City Manager
- Review and approve the annual budget
- Establish long- and short-term objectives and priorities;
- Oversee effectiveness of programs;
- Establish tax rates;
- Enter into legal contracts;
- Borrow funds;
- Pass ordinances and resolutions;
- Modify the city's charter;
- Regulate land use through zoning laws;
- Regulate business activity through licensing and regulations;
- Exercise the power of eminent domain;

- Communicate policies and programs to residents;
- Respond to constituent needs and complaints; and
- Represent the community to other levels of government.

**KNOWLEDGE AND EXPERIENCE:**

- A knowledge of the ward and city
- Experience in local government
- Ability to convey information clearly and concisely whether in writing or verbally.
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