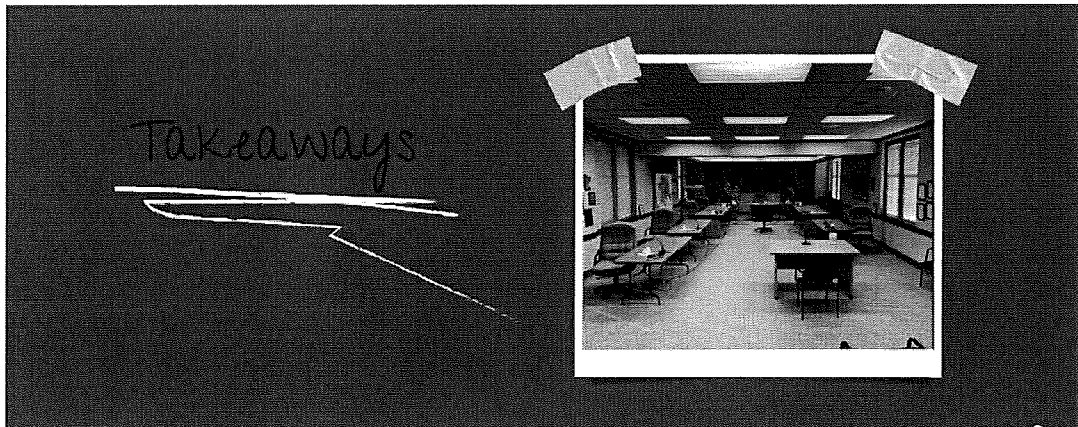




Roles and Responsibilities for Elected Officials

Takeaways

Section 6 / 9 ✓



Know your type of city government	✓
If you live in a charter city – check your charter for details on structure and administration	✓
Remember that council governs a city as authorized by law	✓
Individual councilmembers have no authority to act alone unless granted such authority by the rest of the council	✓
As the perceived ceremonial head of a city, the mayor is often asked to speak on behalf of the city and the community as a whole.	✓
Mayors only have any additional authority as granted by the council as a whole	✓

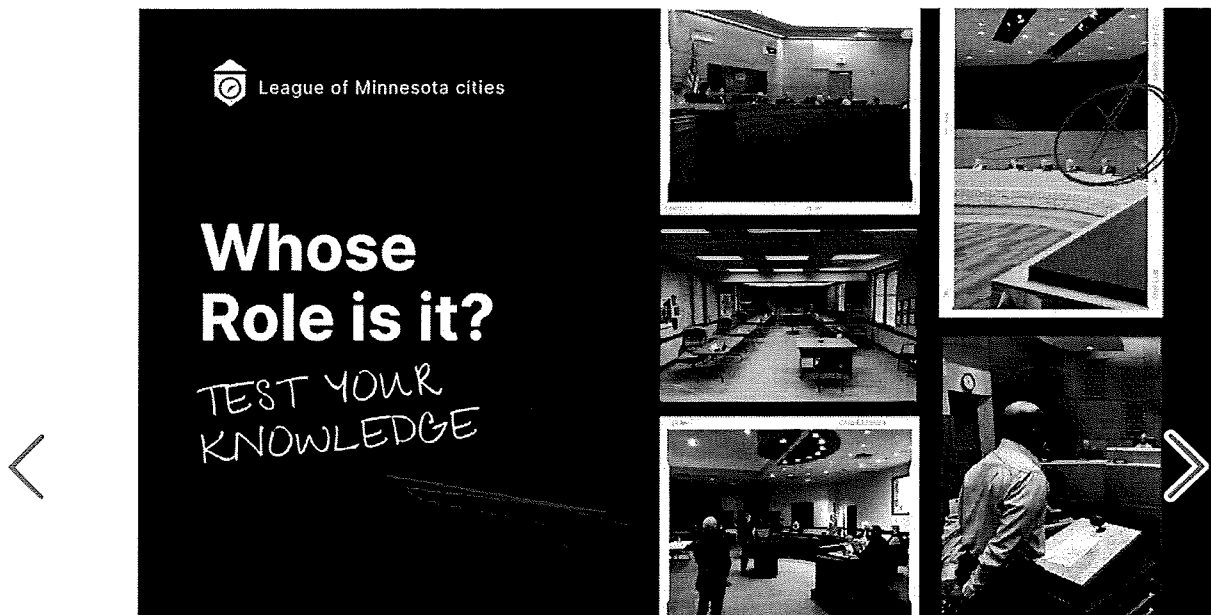
The clerk is a central figure in any city government but the duties of a clerk will vary from city to city	✓
Beyond basic record keeping and election functions, the duties and responsibilities of the clerk will depend on the ordinances or job description you have adopted for the position	✓
Clerks can help mayors by educating them on the relationship between staff and council, helping them manage meetings, suggesting policy changes and by providing info on the long-range impact of decisions	✓
Clerks can help city council by educating them on the relationship between staff and council, providing info on issues, reminding council to be prepared for meetings and by providing info on the long-term impact of financial decisions	✓



Roles and Responsibilities for Elected Officials

Whose Role Is It?

Section 7 / 9 ▾



So far, we've learned about some of the duties of city councilmembers, the mayor and the clerk.

One challenge can be understanding and respecting the differing roles of these positions. It is easy to step over the boundaries in ways that cause confusion, which can lead to frustrations for everyone.

Below, see what you've learned by determining 'whose role is it?'

Before proceeding to the course Conclusion, please answer these 10 Knowledge Check questions by

choosing the best answer...

Knowledge Check

* Required

"Keeper of records"

- Councilmembers
- Clerk
- Mayor

Check Answer

Knowledge Check

* Required

Can declare a local emergency

- Clerk
- Mayor
- Councilmembers

Check Answer

Knowledge Check

* Required

Legislates for the city

- Clerk

Councilmembers

Mayor

Check Answer

Knowledge Check

* Required

Runs and presides over meetings

Mayor

Clerk

Councilmembers

Check Answer

Knowledge Check

* Required

Exercises all the powers of cities that the law does not delegate to others

Mayor

Councilmembers

Clerk

Check Answer

Knowledge Check

* Required

Directs the enforcement of city ordinances

Councilmembers

Clerk

Mayor

Check Answer

Knowledge Check

* Required

"Election Facilitator"

Councilmembers

Clerk

Mayor

Check Answer

Knowledge Check

* Required

Executes official documents

Councilmembers

Mayor

Clerk

Check Answer

Knowledge Check

* Required

Investigates fires

- Clerk
- Mayor
- Councilmembers

Check Answer

Knowledge Check

* Required

Conducts the city's intergovernmental affairs

- Mayor
- Clerk
- Councilmembers

Check Answer