

Things to Know: Our Local Government

Elections

- How old must a person be to hold political office? What are other requirements?
- How long is a term of office?
- How often are elections held? Which representatives run in which elections?
- Which other offices are elected in your local government (if any)? (e.g., City Clerk, Attorney, etc.)? List their names and contact information.

City Council

- How many members are on your City Council?
- Do representatives represent a district or ward or are they considered at-large (representing the entire jurisdiction)?
- List these members and their contact information and indicate which Council Member is in your district or ward, if applicable.
- What is the Mayor's name and contact information? What are their roles (e.g., chairs City Council meetings)?
- Do certain members have specific roles (e.g., President, Vice President, Secretary, Treasurer, member of a committee, etc.)? List members' roles.

Council Meetings

- How often are meetings held? When is the next meeting?
- What is the difference between a regular meeting and a Study Session?
- Where are meetings held?
- Are there any exceptions to regular meeting times? Are special meetings held? Why?
- What are the public notice requirements for meetings?

- Are meetings covered by an “Open Meetings Act”? What does this mean in practice? Are meetings open to the public?
- What is included on a recent agenda?
- What was covered at a meeting based on minutes from the most recent meeting for which minutes are available?
- If you want to speak at a meeting, what is the process?
- What is the process for getting an ordinance proposal on the agenda? What is the deadline?