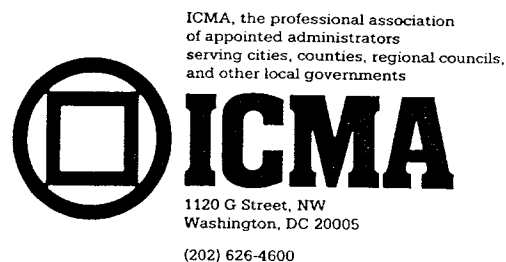


**Municipal Urban
Year Data
Book Service**



MUNICIPAL FORM OF GOVERNMENT—1986

Dear City Clerk:

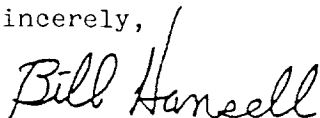
ICMA is currently updating its files of information on the characteristics of local governments throughout the country. I am writing to ask that you help us in assuring the success of this project by supplying the data needed for your government. Your cooperation will enable us to develop a data base on the current structure of local government, election procedures, and characteristics of mayors and council members, including terms and salaries.

The results of similar surveys, conducted in 1971, 1974, 1977, and 1981, were widely distributed to local officials, federal and state governments, public interest groups, and others interested in municipal management. The data will be utilized in various publications, including The Municipal Year Book 1987.

Please complete the enclosed questionnaire and return it to ICMA at your earliest convenience. A return, postage-paid envelope is enclosed. If you have any questions concerning the form, you may call Evelina Moulder at (202) 626-4600.

Your assistance will be greatly appreciated.

Sincerely,



William H. Hansell, Jr.
Executive Director

MUNICIPAL FORM OF GOVERNMENT—1986

DEFINITIONS:

The term **municipality**, as used throughout this survey, includes cities, towns, townships, villages, and boroughs.

The term **council**, as used throughout this survey, refers to an elected body whose members may be called council members, aldermen, selectmen, freeholders, commissioners, or the like.

The term **mayor** refers to the head of the elected body. This person may be called the mayor, chairperson, president, or the like.

1. Please indicate which of the following best describes your current legal form of government, as defined by your charter or ordinance or by state law. **(Please read all definitions first and check only one.)**

- 1. An elected council or board serves as the legislative body; the head of government, generally elected separately from the council, has powers which may range from ceremonial duties to full-scale authority for the daily operation of the government. This form is popularly known as the **mayor-council** form.
- 2. An elected council or board is responsible for making policy; the mayor is generally a member of the council and is recognized as the community's ceremonial leader; the day-to-day administration of the municipality is largely the responsibility of a manager or chief administrator appointed by the council. This form is popularly known as the **council-manager** form.
- 3. A board of elected commissioners serves as the legislative body; in addition to their policy making roles, each commissioner serves as director of one or more functional or administrative departments. This form is popularly known as the **commission** form.
- 4. Qualified voters convene at an annual meeting (more frequently, if necessary) to make basic policy and to choose a board of selectmen; the selectmen and elected officers carry out the policies established by the community. This form is popularly known as the **town meeting** form.
- 5. The voters select a large number of citizens to represent them at the town meeting; all citizens may attend and participate in debate, but only representatives may vote. This form is popularly known as the **representative town meeting** form.

2. What is the title of the head of your municipal government? *(Check only one)*

1. Mayor 2. President 3. Chairman 4. Other *(specify)* _____

3. What is the title of the members of your elected council or board? *(Check only one)*

1. Council Members 3. Selectmen 5. Aldermen
 2. Commissioners 4. Freeholders 6. Other *(specify)* _____

4. Does your municipality have provision for:
- | | YES | NO |
|---|--------------------------|--------------------------|
| a. Initiative (the process permitting citizens to place charter changes or ordinances on the ballot independent of action by the council) | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Referendum (the process whereby council-proposed charter changes or ordinances are placed on the ballot for voter approval) | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Recall (a special vote by the people to remove an elected official) | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Petition or Protest Referendum (the process of allowing voters to delay enactment of a local ordinance or by-law until a referendum is held) | <input type="checkbox"/> | <input type="checkbox"/> |

5. Since 1 January 1981, have there been any attempts through initiatives or referenda to change your municipality's form of government?

YES NO

If "YES," check items that describe the changes that were proposed. *(Check all applicable)*

- | | |
|--|--|
| <p><input type="checkbox"/> a. Change from at-large to ward or district elections</p> <p><input type="checkbox"/> b. Change to a mixed system with some at-large and some ward or district</p> <p><input type="checkbox"/> c. Change the mix between the number of council members elected at large and those elected by ward or district</p> <p><input type="checkbox"/> d. Enlarge the council</p> <p><input type="checkbox"/> e. Change the method of election of the mayor</p> | <p><input type="checkbox"/> f. Add a position of manager or CAO</p> <p><input type="checkbox"/> g. Eliminate the position of manager or CAO</p> <p><input type="checkbox"/> h. Change from one of the forms defined in Question 1 <i>(specify)</i> _____ to another <i>(specify)</i> _____</p> <p><input type="checkbox"/> i. Other <i>(specify)</i> _____</p> |
|--|--|

5. cont'd.

Were any of these attempts successful? YES NO

If "YES," please indicate which changes were approved. (Check all applicable)

- a. Change from at-large to ward or district elections
- b. Change to a mixed system with some at-large and some ward or district
- c. Change the mix between the number of council members elected at large and those elected by ward or district
- d. Enlarge the council
- e. Change the method of election of the mayor
- f. Add a position of manager or CAO
- g. Eliminate the position of manager or CAO
- h. Change from one of the forms defined in Question 1 (specify) _____ to another (specify) _____
- i. Other (specify) _____

6. Has your municipality established the position of council-appointed manager/chief administrative officer? YES NO

If "YES," by which of the following methods was the position established? (Check only one)

- 1. Charter
- 2. Ordinance
- 3. State statute
- 4. Other (specify) _____

7. Does the political party affiliation of candidates appear on the ballot in a local general election? . YES NO

If "YES," which type(s) of parties may appear on the ballot? (Check only one)

- 1. National
- 2. Local
- 3. Both local and national

8. Concerning local elections:

- a. When were the most recent regular municipal elections held? (Month/Year) _____ / _____
- b. When will the next scheduled regular elections be held? (Month/Year) _____ / _____
- c. Approximately what percentage of those eligible to vote in your municipality are registered to vote? %
- d. Approximately what percentage of the registered voters voted in the last election? %

MAYOR (Chairman, President, etc.)

IF YOUR MUNICIPALITY DOES NOT HAVE A MAYOR, PLEASE RESPOND TO THE FOLLOWING QUESTIONS WITH REFERENCE TO THE HEAD OF YOUR MUNICIPALITY'S ELECTED COUNCIL OR BOARD.

9. Is the mayor a member of council? YES NO

10. How is your mayor selected? (Check only one)

- 1. Voters elect the mayor directly
- 2. Council selects the mayor from among its members
- 3. The council member receiving the most votes in general election becomes mayor
- 4. Council members serve as mayor in rotation
- 5. Other (specify) _____

11. How long is the term of office for the position of mayor? (If the mayor is a member of the council, specify the term for the position of mayor, not as a council member.) years

12. According to your charter or ordinance, is the position of mayor full-time or part-time? (Check only one)

- 1. Full-time
- 2. Part-time

13. Is there a limit on the number of consecutive terms a mayor may serve? YES NO

- If "YES," A. What is the maximum number of consecutive terms allowed by law? terms
- B. By what authority is the number of terms limited? (Check only one)
- 1. Ordinance
- 2. Charter
- 3. State law

14. How many years has your present mayor been in office? years

15. Under what circumstances does the mayor have the authority to vote in council meetings?
(Check only one)
- | | |
|---|---|
| <input type="checkbox"/> 1. On all issues | <input type="checkbox"/> 3. Never votes |
| <input type="checkbox"/> 2. Only in a tie | <input type="checkbox"/> 4. Other (specify) _____ |

16. Does the mayor have the authority to veto council-passed measures? YES NO

If "YES," in what cases may the mayor exercise veto power? (Check all applicable)

- | | |
|--|---|
| <input type="checkbox"/> a. Over all actions | <input type="checkbox"/> d. Over resolutions |
| <input type="checkbox"/> b. Over ordinances | <input type="checkbox"/> e. Over appropriations |
| <input type="checkbox"/> c. Over specific sections of ordinances | <input type="checkbox"/> f. Over specific items of appropriations |

17. Is the mayor paid for his or her services? (If the mayor is a council member, does the mayor receive a supplemental salary for his or her services?) YES NO

If "YES," A. How is the mayor paid? (Check only one)

- | | | |
|---|---|---|
| <input type="checkbox"/> 1. Annual salary | <input type="checkbox"/> 2. Per meeting fee | <input type="checkbox"/> 3. Both salary and fee |
|---|---|---|

B. What is the total compensation the mayor receives from salary and meeting fees each year? \$ _____

If "NO," is payment to the mayor prohibited by law? YES NO

COUNCIL OR BOARD (Selectmen, Freeholders, Trustees, etc.)

IF YOUR MAYOR IS A MEMBER OF THE COUNCIL, PLEASE INCLUDE HIM OR HER IN YOUR ANSWERS TO THE FOLLOWING QUESTIONS ABOUT YOUR LOCAL ELECTED COUNCIL OR BOARD.

18. How many members are there on the council? (Include the mayor if he or she is a member.) _____

19. Indicate the number of council members selected by each of the following methods.
(Complete all applicable. The total should equal the number of council members given in Question 18.)

- | | |
|--|-------|
| a. Nominated and elected at-large | _____ |
| b. Nominated by ward or district and elected at-large | _____ |
| c. Nominated by ward or district and elected by ward or district | _____ |
| d. Other (specify) | _____ |

20. If your municipality has any council members elected by ward or district, must the candidates reside in the ward or district in which they run? YES NO Not applicable

21. What is the length of term of council members? (If the mayor is a member of council, specify the term for the position of council member, not mayor)

a. Length of term for council members elected at-large	_____ years
b. Length of term for council members elected by ward/district	_____ years

22. Do terms of council members overlap (i.e., not all members are elected in the same election)? YES NO

23. Is there a limit on the number of consecutive terms a council member may serve? YES NO

If "YES," A. What is the maximum number of consecutive terms allowed by law? _____ terms

B. By what authority is the number of terms limited? (Check only one)

<input type="checkbox"/> 1. Ordinance	<input type="checkbox"/> 2. Charter	<input type="checkbox"/> 3. State law
---------------------------------------	-------------------------------------	---------------------------------------

24. How many of your present council members were elected in the last general election? _____

a. How many were incumbents who ran for reelection in that election?	_____
b. How many of those incumbents were successful?	_____

25. How many council members have served all or part of: (Enter number in each applicable box)

<input type="checkbox"/> a. One term	<input type="checkbox"/> c. Three terms	<input type="checkbox"/> e. More than four terms
<input type="checkbox"/> b. Two terms	<input type="checkbox"/> d. Four terms	

over, please

26. How is a council member's seat filled if vacated in mid-term? *(Check all applicable)*
- a. Special election d. Appointed by council and mayor f. The method depends on the amount of time left in the term
- b. Appointed by mayor e. Position left vacant until next regular election
- (40) c. Appointed by council g. Other *(specify)* _____

27. How many of your present council members were initially appointed, rather than elected, to office? *(If none, indicate zero.)* _____

28. According to your charter or ordinance, how many of your council members *(excluding the mayor)* are: *(Indicate zero, if none)*
- a. Full-time officials _____
- b. Part-time officials _____

29. Are any council members *(excluding the mayor)* paid for their services? YES NO

If "YES," please indicate the amount your council members receive by type of compensation. *(If council members receive no compensation of any type, indicate not applicable.)*

	Annual Salary	Regular Meeting Fee	Special Meeting Fee
a. Full-time council member	\$ _____	\$ _____	\$ _____
b. Part-time council member	\$ _____	\$ _____	\$ _____

If "NO," is payment of council members prohibited by law? YES NO 2

30. How often does the council meet in formal session? *(Check only one)*
1. More than once a week 4. Once a month
2. Once a week 5. Other *(specify)* _____
3. Twice a month

31. What is the average length of these meetings? *(Check only one)*
1. One hour or less 3. Two to four hours
2. One to two hours 4. More than four hours

32. Does the council have standing committees (permanent bodies with set memberships and regularly scheduled meeting times) that consider policy matters? YES NO

- If "YES,"
- A. How many standing committees did the council have as of 1 January 1986? .. _____
- B. What is the average number of council members on a standing committee? .. _____
- C. How frequent are the scheduled meetings of standing committees? *(Check only one)*
1. Once a week or more 3. Once a month
2. Twice a month 4. Less than once a month
- D. How are members of standing committees selected? *(Check all applicable)*
- a. Council members are appointed by mayor/presiding officer c. Council members vote on candidates
- b. Council members volunteer d. Other *(specify)* _____
- E. How many of the standing committees include non-council member citizens as active committee members? *(Indicate zero, if none)* .. _____
- F. How much of the council's legislative business is conducted in council committees? *(Check only one)*
1. One-third or less 3. Nearly all (the full council mainly approves/rejects committee recommendations).
2. Two-thirds or less

33. Since 1 January 1986, how many temporary committees have been established to address ad hoc issues? *(Indicate zero, if none)* .. _____

continued...

34. Does the council have a staff assigned specifically to work on council business? YES NO

If "YES," indicate the number of:

- A. Full-time paid professional staff _____
Part-time paid professional staff _____
- B. Full-time paid clerical staff _____
Part-time paid clerical staff _____
- C. Volunteers (average total weekly number of hours worked by all volunteers; indicate zero, if none) _____
- D. Is there a position of council staff director? YES NO

If "YES,"

- A. Who appoints the staff director? (Check only one)
 - 1. Entire council
 - 2. Council president or chair (if not mayor)
 - 3. Council and mayor
 - 4. Mayor
 - 5. Civil Service Commission
 - 6. Manager or CAO
 - 7. Other (specify) _____
- B. What is the annual salary for the staff director? \$ _____

35. For your last complete fiscal year, how much money was spent specifically for council operations? (e.g., salaries for members and staff, meeting fees, travel, office supplies, etc.; if NONE, indicate zero) . . \$ _____

36. How many of your present council members fall into the following age categories? (Specify number, indicate zero, if none.)

- _____ a. Under 22 _____ c. 30-39 _____ e. 50-59
- _____ b. 22-29 _____ d. 40-49 _____ f. 60 and over

37. Indicate the highest level of education that each of your council members has achieved. (Specify number; zero, if none)

- (54) _____ a. Under high school graduate _____ e. Bachelor's degree _____ i. Law degree
- _____ b. High school graduate _____ f. Master's degree _____ j. Other (specify) _____
- _____ c. Post-high school technical _____ g. Ph. D.
- _____ d. 1 to 3 years of college _____ h. Medical degree

38. How many council members are female? (Indicate zero, if none) _____

39. How many council members are: (Indicate zero, if none)

- _____ a. White _____ c. Hispanic _____ e. Native American
- _____ b. Black _____ d. Asian American

40. How many council members are in each of these occupational categories? (Count members only once. If any member has more than one occupation, include him or her in the category where he or she spends the greatest amount of time): [3]

- _____ a. Lawyers _____ f. Homemakers
- _____ b. Other professions (medicine, engineering, etc.) _____ g. Teachers and other educational personnel
- _____ c. Business executives/managers _____ h. Clergy
- _____ d. Business/industry employees _____ i. Retired persons
- _____ e. Farmers or ranchers _____ j. Other (specify) _____ [4]

THANK YOU FOR YOUR ASSISTANCE

Name: _____ Title: _____ Telephone: _____