Dear County Clerk:

December 2002

The International City/County Management Association (ICMA) has conducted the Form of Government surveys for many years. This survey gathers comprehensive information on county form of government, election systems, provisions for referendum/recall, and term limits. A summary of the results will be available on ICMA’s web site (http://icma.org) after the data have been tabulated.

Please contribute to this significant body of knowledge by completing the survey and returning it within three weeks. Thank you.

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

☐ A. If your county does have the position of chief appointed official, what action established the position? (Check only one.)
☐ b. Commission selects from among its members
☐ c. The commission member receiving the most votes in the general election becomes the presiding officer
☐ d. Commission members rotate into the position of presiding officer

2. How is your county’s structure or form of government established? (Check only one.)
☐ a. Charter
☐ b. State law
☐ c. Local ordinance
☐ d. Council resolution
☐ e. Other (Please specify.) __________________

3. Does your county have the position of chief appointed official (CAO)?
☐ a. Yes
☐ b. No

A. If your county does have the position of chief appointed official, what action established the position? (This question refers only to the establishment of the position, not to the person or group that does the hiring.)

☐ a. Charter
☐ b. State law
☐ c. Local ordinance
☐ d. Commission resolution
☐ e. Chief elected official created position
☐ f. Other (Please specify.) __________________

B. If your county does have the position of chief appointed official, who appoints the chief appointed official? (Check only one.)

☐ a. Presiding officer
☐ b. Commission
☐ c. Combination of presiding officer and commission
☐ d. Other (Please specify.) __________________

4. How is your presiding officer selected? (Check only one.)

☐ a. Voters elect directly
☐ b. Commission selects from among its members
☐ c. The commission member receiving the most votes in the general election becomes the presiding officer
☐ d. Commission members rotate into the position of presiding officer
☐ e. Other (Please specify.) __________________

5. Is the presiding officer a member of commission?
☐ 1. Yes
☐ 2. No

6. How long is the presiding officer’s term of office? (Important: If the presiding officer is a member of the commission, specify the term for the position of presiding officer, not of commission member.) (Check only one.)

☐ a. 1 year
☐ b. 2 years
☐ c. 4 years
☐ d. Other (Please specify.) __________________

7. Does the presiding officer have the authority to veto commission-passed measures? (Check all applicable.)

☐ 1. Yes
☐ 2. No

A. If yes, in what cases may the presiding officer exercise veto power? (Check all applicable.)

☐ 1. Over ordinances
☐ 2. Over specific sections of ordinances
☐ 3. Over resolutions

☐ 4. Over appropriations
☐ 5. Over specific items of appropriations
☐ 6. Other (Please specify.) __________________

8. Since 1997, have any recall initiatives been filed against the presiding officer? (Please specify.)

☐ 1. Yes
☐ 2. No

A. If yes, were any successful?

☐ 1. Yes
☐ 2. No

9. How many seats, vacant and filled, are on your commission? (Include the presiding officer if that position serves on the commission. If the presiding officer is a member of the commission, your answer to question 5 should be "yes.")

10. How many current commission members are (Total number of commission members should equal the total in question 9.)

☐ a. Male
☐ b. Female

11. How many current commission members are (Total number of commission members should equal the total in question 9.)

☐ a. Native American
☐ b. Hispanic
☐ c. Asian or Pacific Islander
☐ d. White
☐ e. Black
12. Does your county have a provision for any of the following? (Check all applicable.)
   □ a. Initiative Permits citizens to place charter, ordinance, or home rule changes directly on a ballot for approval or disapproval by the voters.
   □ b. Binding referendum Allows voters to determine the outcome on public issues by binding the governing body to act on voters’ opinions.
   □ c. Non-binding referendum Allows voters to express an opinion on a specific topic without binding the governing body to act on voters’ opinions.
   □ d. Recall A vote by the citizens to remove an elected official from office before the expiration of that official’s term.
   □ e. Petition or protest referendum Allows voters to delay enactment of local ordinance or bylaw until a referendum is held.

13. Are the members of your commission elected? (Check only one.)
   □ a. All at large □ b. All by ward/district □ c. Combination of at large and ward/district.
   A. If you selected c, indicate the number of commission members elected by each of the following methods:
      ________ a. at large ________ b. by ward/district

14. Does the political party affiliation of commission candidates appear on the ballot in your local general elections?
   □ a. Yes □ b. No

15. Are the following department heads appointed or elected?

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<tr>
<th>Department Head</th>
<th>Appointed</th>
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<th>Appointed</th>
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<td>Controller</td>
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   If appointive, please note whether any of these positions were at one time elective offices:
________________________________________________________________________________________

16. Is there a legal limit on the number of terms a commission member may serve? □ a. Yes □ b. No
   A. If yes, what is the maximum number of terms allowed by law? ______
   B. When was the term limitation enacted? ______
   C. By what authority is the number of terms limited? (Check only one.)

17. How many incumbents ran for reelection to commission in the last general election? ______
   A. How many incumbents ran unopposed? ______
   B. How many incumbents were reelected? ______

18. How is a commission member’s seat filled if it is vacated before the term has expired? (Check only one.)
   □ a. Special election
   □ b. Appointed by commission
   □ c. Method depends on length of term remaining
   □ d. Appointed by presiding officer
   □ e. Position left vacant until next regular election
   □ f. Political party/governor appoints

19. When does your fiscal year begin? Month _____ Year _______

Name: _____________________________________ Office telephone number: _____________________________
Title: ____________________________________ E-mail: ___________________________________

Please refold this questionnaire so that the postage paid reply side faces out, staple/tape closed and return to ICMA.