



## Municipal Form of Government 1991

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### SECOND REQUEST

If you have already returned  
this questionnaire,  
please disregard this request.  
Thank you.

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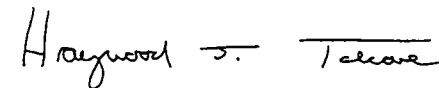
Dear City Clerk:

ICMA is currently updating its database on the characteristics of U.S. municipalities. The information obtained from this survey creates the only comprehensive source of local government structures, election procedures, and characteristics of mayors and council members, including their terms and salaries. We are asking you to assure the success of this project by supplying the data needed about your local government. The information will be reported in various publications, including *The 1993 Municipal Year Book*. Please complete the enclosed questionnaire and return it in the postage-paid envelope to ICMA as soon as possible to avoid a second mailing.

Your assistance will be greatly appreciated.

Sincerely,

  
William H. Hansell, Jr.  
Executive Director

  
Haywood J. Talcove  
Director of Survey Design and Evaluation

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### Definitions:

The term *municipality* refers to cities, towns, townships, villages, and boroughs.

The term *council* refers to an elected body whose members may be called council members, aldermen, selectmen, freeholders, trustees, commissioners, or a similar title.

The term *mayor* refers to the *elected head* of the local government. The person may be called the mayor, chair, president, or a similar title.

The term *CAO* refers to the chief *appointed* official of the local government. The person may be called city manager, town administrator, village manager, or a similar title.

1. Indicate your current form of government as defined by your charter, ordinance, or state law. (*Check only one.*)
  1. **Mayor-Council** Elected council or board serves as the legislative body. The head of government, generally elected separately from the council, has powers that may range from limited duties to full-scale authority for the daily operation of the government.
  2. **Council-Manager** Elected council or board is responsible for making policy. A professional administrator appointed by the board or council has full responsibility for the day-to-day operations of the government.
  3. **Commission** Members of a board of elected commissioners serve as heads of specific departments and collectively sit as the legislative body of the government.
  4. **Town Meeting** Qualified voters convene to make basic policy and to choose a board of selectmen. The selectmen and elected officers carry out the policies established by the government.
  5. **Representative Town Meeting** Voters select citizens to represent them at the town meeting. All citizens may attend and participate in debate, but only representatives may vote.
  6. **Not Sure**

*Please turn the page.*

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

- 1. Mayor
- 2. President
- 3. Chair
- 4. First (i.e., First Selectman, First Alderman, etc.)
- 5. Other (specify) \_\_\_\_\_

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

- 1. Council members
- 2. Commissioners
- 3. Selectmen
- 4. Trustees
- 5. Aldermen
- 6. Other (specify) \_\_\_\_\_

4. Does your municipality have the position of CAO?

- 1. No If you checked "no," go to question 5.
- 2. Yes

A. By which of the following method was the position established? (Check only one.)

- 1. Charter
- 2. State law
- 3. Ordinance
- 4. Other (specify) \_\_\_\_\_

B. When was this position established? 19\_\_

C. When was your current CAO appointed? 19\_\_

5. Who has the overall responsibility for *developing* the budget submitted to the council? (Check only one.)

- 1. Mayor
- 2. CAO
- 3. Combination mayor and CAO
- 4. Other \_\_\_\_\_

6. Does your municipality have *appointed* department heads?

- 1. No If you checked "no," go to question 7.
- 2. Yes

A. Who appoints them? (Check only one.)

- 1. Mayor
- 2. CAO
- 3. Combination mayor and CAO
- 4. Other \_\_\_\_\_

7. Does your municipality have a provision for any of the following? (Check all applicable.)

- 1. **Initiative** Permits citizens to place charter, ordinance, or home rule changes directly on a ballot for approval or disapproval by the voters.
- 2. **Referendum** Allows voters to vote on public issues/legislation (i.e. bond issues, charter changes, etc.).
- 3. **Recall** A vote by the citizens to remove an elected official from office before the expiration of that official's term.
- 4. **Petition or Protest Referendum** Allows voters to delay enactment of a local ordinance or bylaw until a referendum is held.

8. Since January 1, 1987, have there been any attempts to change your municipality's *structure of government* (i.e., a change from at-large to ward or district elections, elimination or addition of position of CAO, etc.)?

- 1. No If you checked "no," go to question 9.
- 2. Yes

A. Approximately how many attempts have been made to change your municipality's *structure of government* since January 1, 1987? \_\_\_\_\_

B. How were the change(s) proposed? (Check all applicable.)

- 1. Court mandate
- 2. Initiative
- 3. State mandate
- 4. Referendum
- 5. Other \_\_\_\_\_

C. Check items that describe the changes that were **proposed**. (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 elections
- c. Change the mix between the number of council members elected at large and the number elected by ward or district
- d. Increase the number of members of the council or board
- e. Decrease the number of members of the council or board
- f. Change the method of election of the mayor
- g. Add the position of CAO
- h. Eliminate the position of CAO

i. Change who appoints the CAO from (list previous appointment authority) \_\_\_\_\_ to (list current appointment authority) \_\_\_\_\_

j. Change from one of the forms defined in Question 1 (specify #) \_\_\_\_\_ to another form defined in Question 1 (specify #) \_\_\_\_\_

D. Were any of these attempts approved?

- 1. No If you checked "no," go to question 9.
- 2. Yes

- E. 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 elections
  - c. Change the mix between the number of council members elected at large and the number elected by ward or district
  - d. Increase the number of members of the council or board
  - e. Decrease the number of members of the council or board
  - f. Change the method of election of the mayor
  - g. Add the position of CAO
  - h. Eliminate the position of CAO
  - i. Change who appoints the CAO from (list previous appointment authority) \_\_\_\_\_ to (list current appointment authority) \_\_\_\_\_
  - j. Change from one of the forms defined in Question 1 (specify #) \_\_\_\_\_ to another form defined in Question 1 (specify #) \_\_\_\_\_
- F. Please indicate next to the year, the corresponding letter that identifies successful attempts. (List the letter from the methods a through j in question E.)
- 1987 \_\_\_\_\_ 1988 \_\_\_\_\_ 1989 \_\_\_\_\_ 1990 \_\_\_\_\_ 1991 \_\_\_\_\_

### Elected Head of Municipal Government (Mayor, Chair, etc.)

Please respond to the following questions regarding the elected head of your local government. The term *mayor* will be used to represent that position.

9. Is the current mayor  1. Male  2. Female
10. What is the ethnic background of the current mayor? (Check only one.)
- 1. American Indian
  - 2. Hispanic
  - 3. Asian or Pacific Islander
  - 4. White, not of hispanic origin
  - 5. Black, not of hispanic origin
11. What is the highest level of education achieved by your current mayor? (Check only one.)
- 1. No high school diploma
  - 2. High school graduate
  - 3. Post high school technical
  - 4. Some college
  - 5. Bachelor's degree
  - 6. Some master's level course work
  - 7. Master's degree
  - 8. Law degree
  - 9. Some Ph.D. course work
  - 10. Ph.D.
  - 11. Medical degree
  - 12. Other (specify) \_\_\_\_\_
12. Is the mayor a member of the council?  1. Yes  2. No
13. Is the position of mayor *officially* full-time or part-time? (Check only one.)
- 1. Full-time
  - 2. Part-time
14. How is your mayor selected? (Check only one.)
- 1. Voters elect directly
  - 2. Council selects from among its members
  - 3. The council member receiving the most votes in the general election becomes the mayor
  - 4. Council members rotate into the position of mayor
  - 5. Other (specify) \_\_\_\_\_
15. How long is the mayor's term of office? (Important: If the mayor is a member of the council, specify the term for the position of mayor, not of council member.) \_\_\_\_\_ years
16. Is there a legal limit on the number of consecutive terms a mayor may serve?
- 1. No If you checked "no," go to question 17.
  - 2. Yes
    - A. What is the maximum number of consecutive terms allowed for position of mayor? \_\_\_\_\_ terms
    - B. By what authority is the number of terms limited? (Check only one.)
      - 1. Ordinance
      - 2. Charter
      - 3. State law
      - 4. Other \_\_\_\_\_
17. In what year was your current mayor *originally* elected? 19 \_\_\_\_\_

18. Under what circumstances does the mayor have the authority to vote in council meetings? (Check only one.)

- 1. On all issues
- 2. Only to break a tie
- 3. Never
- 4. Other (specify) \_\_\_\_\_

19. Does the mayor have the authority to veto council-passed measures?

- 1. No If you checked "no," go to question 20.
- 2. Yes
  - A. In what cases may the mayor 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 (specify) \_\_\_\_\_

20. If the mayor also serves on the council, does the mayor receive supplemental compensation for additional mayoral duties?

- 1. Yes
- 2. No
- 3. Not Applicable

### Council or Board (Selectmen, Aldermen, Trustees, etc.)

If your mayor is a member of the council, please include the mayor in your answers to the following questions about your elected council or board.

21. Does the political party affiliation of candidates for board or council appear on the ballot in a local general election?

- 1. No If you checked "no," go to question 22.
- 2. Yes
  - A. Which type(s) of parties can appear on the ballot? (Check only one.)
    - 1. National
    - 2. Local
    - 3. Both local and national

22. Are your local general elections held during odd or even years?

- 1. Odd
- 2. Even
- 3. Both

23. What is the present filing fee for running for city council? (Indicate zero if none.) \$ \_\_\_\_\_

24. How many of your present council members fall into the following age categories? (Indicate zero if none.)

- \_\_\_ 1. Under 22
- \_\_\_ 2. 22-29
- \_\_\_ 3. 30-39
- \_\_\_ 4. 40-49
- \_\_\_ 5. 50-59
- \_\_\_ 6. 60 and over
- \_\_\_ a. Total council members listed in 1-6

25. Indicate the *highest* level of education that each of your council members has achieved. (Indicate zero if none.)

- \_\_\_ 1. No high school diploma
- \_\_\_ 2. High school graduate
- \_\_\_ 3. Post high school technical
- \_\_\_ 4. Some college
- \_\_\_ 5. Bachelor's degree
- \_\_\_ 6. Some master's level course work
- \_\_\_ 7. Master's degree
- \_\_\_ 8. Law degree
- \_\_\_ 9. Some Ph.D. course work
- \_\_\_ 10. Ph.D.
- \_\_\_ 11. Medical degree
- \_\_\_ 12. Other (specify) \_\_\_\_\_
- \_\_\_ a. Total council members listed in 1-12

26. Gender of council members?

- \_\_\_ 1. How many council members are male?
- \_\_\_ 2. How many council members are female?
- \_\_\_ a. Total council members listed in 1 and 2

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

- \_\_\_ 1. American Indian
- \_\_\_ 2. Hispanic
- \_\_\_ 3. Asian or Pacific Islander
- \_\_\_ 4. White, not of hispanic origin
- \_\_\_ 5. Black, not of hispanic origin
- \_\_\_ a. Total council members listed in 1-5

28. How many council members are in each of these occupational categories? (Count members only once. If any member has more than one occupation, include that person in the category where he or she spends the greatest amount of time.)
- 1. Lawyers
  - 2. Other professionals (medicine, engineering, etc.)
  - 3. Business executives/managers
  - 4. Business/industry employees
  - 5. Farmers or ranchers
  - 6. Homemakers
  - 7. Teachers and other educational personnel
  - 8. Clergy
  - 9. Retired persons
  - 10. Other (specify) \_\_\_\_\_
- \_\_\_\_\_ a. Total council members listed in 1-10

29. Indicate the number of council members selected by each of the following methods.
- 1. Nominated and elected at large
  - 2. Nominated by ward or district and elected at large
  - 3. Nominated by ward or district and elected by ward or district
  - 4. Other (specify) \_\_\_\_\_
- \_\_\_\_\_ a. Total council members listed in 1-4

30. How many council members have served all or part of: (Enter number in each applicable box.)
- 1. Less than one term
  - 2. One term
  - 3. Two terms
  - 4. Three terms
  - 5. Four terms
  - 6. More than four terms
- \_\_\_\_\_ a. Total council members listed in 1-6

**Please check to see if the totals listed in 24-a, 25-a, 26-a, 27-a, 28-a, 29-a, and 30-a are the same.**

31. 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?  1. Yes  2. No  3. Not Applicable

32. What is the length of term for council members? (If the mayor is a member of council, specify the term for the position of council members, not mayor.)
- a. Length of term for council members elected at-large \_\_\_\_\_ years
  - b. Length of term for council members elected by ward or district \_\_\_\_\_ years

33. Are terms of office (Check only one.)
- a. Staggered (not all council members run at each election)?
  - b. Simultaneous (all council members run at each election)?

34. Is there a limit on the number of consecutive terms a council member may serve?
- 1. No If you checked "no," go to question 35.
  - 2. 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  4. Other \_\_\_\_\_

35. How many incumbents ran for reelection to council in the last general election? \_\_\_\_\_
- A. How many of those incumbents were reelected? \_\_\_\_\_

36. How is a council member's seat filled if it is vacated before the term has expired? (Check only one.)
- a. Special election
  - b. Appointed by council
  - c. Method depends on length of term remaining
  - d. Appointed by mayor
  - e. Position left vacant until next regular election
  - f. Political party (elects or appoints)
  - g. Other \_\_\_\_\_

37. Are any council members (excluding the mayor) paid for any of their services?
- 1. No If you checked "no," go to question 38.
  - 2. Yes
    - A. Please indicate the approximate dollar amount by type of compensation that your council members receive.
- |                             | Annual salary/stipend | Regular meeting fee | Special meeting fee |
|-----------------------------|-----------------------|---------------------|---------------------|
| 1. Full-time council member | \$ _____              | \$ _____            | \$ _____            |
| 2. Part-time council member | \$ _____              | \$ _____            | \$ _____            |

38. How often does the council meet in formal session? (Check only one.)

- 1. More than once a week
- 2. Once a week
- 3. Three times a month
- 4. Twice a month
- 5. Once a month
- 6. Less than once a month
- 7. Other (specify) \_\_\_\_\_

39. Does the council have standing committees (permanent bodies with set memberships and regularly scheduled meeting times) that consider specific policy matters?

- 1. No If you checked "no," go to question 40.
- 2. Yes

A. Approximately how many standing committees does the council have as of January 1991? \_\_\_\_\_

B. Approximately how many members are on a standing committee? \_\_\_\_\_

C. Approximately how many members are on the smallest standing committee? \_\_\_\_\_

D. Approximately how many members are on the largest standing committee? \_\_\_\_\_

E. How often are the scheduled meetings of standing committees? (Check only one.)

- 1. More than once a week
- 2. Once a week
- 3. Three times a month
- 4. Twice a month
- 5. Once a month
- 6. Less than once a month
- 7. Other (specify) \_\_\_\_\_

F. How much of the council's legislative business is conducted in committees? (Check only one.)

- 1. One quarter or less
- 2. Three quarters
- 3. One half or less
- 4. Nearly all

G. How many of the standing committees include non-council-member citizens as active committee members? (Indicate zero if none.) \_\_\_\_\_

H. Do committees make formal policy recommendations to the full council?

- 1. No If you checked "no," go to question 40.
- 2. Yes

a. How often are these recommendations accepted?

- 1 Always
- 2
- 3
- 4
- 5 Never

40. Since January 1991, how many ad hoc committees have been established? (Indicate zero if none.) \_\_\_\_\_

41. Does the council have a staff assigned specifically to work on council business?

- 1. No If you checked "no," go to question 42.
- 2. Yes

A. Full-time paid professional staff \_\_\_\_\_ (Number)

Part-time paid professional staff \_\_\_\_\_ (Number)

B. Full-time paid clerical staff \_\_\_\_\_ (Number)

Part-time paid clerical staff \_\_\_\_\_ (Number)

C. Volunteers (average total number of hours worked per week by all volunteers; indicate zero if none.) \_\_\_\_\_

42. When does your fiscal year begin (i.e., 7/1)? Month \_\_\_\_\_ Day \_\_\_\_\_



*Thank you for your assistance!*

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Office telephone: (\_\_\_\_\_) \_\_\_\_\_