⬕ICMA

Municipal Form of Government 1991

CODE SHEET

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,

Bill Hansell

William H. Hansell, Jr.
Executive Director

Haywood J. Talcove

Haywood J. Talcove
Director of Survey Design and Evaluation

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**

Q2 2. What is the title of the **elected head** of your municipal government? (*Check only one.*)
☐ 1. Mayor   ☐ 4. First (*i.e., First Selectman, First Alderman, etc.*)
☐ 2. President   ☐ 5. Other (*specify*)_____
☐ 3. Chair

Q3 3. What are the titles of the members of your **elected council or board**? (*Check only one.*)
☐ 1. Council members   ☐ 3. Selectmen   ☐ 5. Aldermen
☐ 2. Commissioners   ☐ 4. Trustees   ☐ 6. Other (*specify*) _____

Q4 4. Does your municipality have the position of CAO?
☐ 1. No   If you checked "no," go to question 5.
☐ 2. Yes

4A A. By which of the following method was the position established? (*Check only one.*)
☐ 1. Charter   ☐ 3. Ordinance
☐ 2. State law   ☐ 4. Other (*specify*)_____

4B B. When was this position established? 19___

4C C. When was your current CAO appointed? 19___

Q5 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 _____

Q6 6. Does your municipality have *appointed* department heads?
☐ 1. No   If you checked "no," go to question 7.
☐ 2. Yes

6A A. Who appoints them? (*Check only one.*)
☐ 1. Mayor   ☐ 2. CAO   ☐ 3. Combination mayor and CAO
☐ 4. Other _____

Q7 7. Does your municipality have a provision for any of the following? (*Check all applicable.*)
71 ☐ 1. **Initiative**   Permits citizens to place charter, ordinance, or home rule changes directly on a ballot for approval or disapproval by the voters.
72 ☐ 2. **Referendum**   Allows voters to vote on public issues/legislation (*i.e. bond issues, charter changes, etc.*).
73 ☐ 3. **Recall**   A vote by the citizens to remove an elected official from office before the expiration of that official's term.
74 ☐ 4. **Petition or Protest Referendum**   Allows voters to delay enactment of a local ordinance or bylaw until a referendum is held.

Q8 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

8A 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.*)
8B1 ☐ 1. Court mandate   *8B3* ☐ 3. State mandate
8B2 ☐ 2. Initiative   *8B4* ☐ 4. Referendum   *8B5* ☐ 5. Other _____

C. Check items that describe the changes that were **proposed**. (*Check all applicable.*)
8ca ☐ a. Change from at-large to ward or district elections
8cb ☐ b. Change to a mixed system with some at-large and some ward or district elections
8cc ☐ c. Change the mix between the number of council members elected at large and the number elected by ward or district
8cd ☐ d. Increase the number of members of the council or board
8ce ☐ e. Decrease the number of members of the council or board
8cf ☐ f. Change the method of election of the mayor
8cg ☐ g. Add the position of CAO
8ch ☐ h. Eliminate the position of CAO
8ci ☐ i. Change who appoints the CAO from (*list previous appointment authority*)___*8ci1*_____ to (*list current appointment authority*)_____*8ci2*_____
8cj ☐ j. Change from one of the forms defined in Question 1 (*specify #*) _*8cj1*_ to another form defined in Question 1 (*specify #*) _*8cj2*_

8D 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.*)

8e1 ☐ a. Change from at-large to ward or district elections
8eb ☐ b. Change to a mixed system with some at-large and some ward or district elections
8ec ☐ c. Change the mix between the number of council members elected at large and the number elected by ward or district
8ed ☐ d. Increase the number of members of the council or board
8ee ☐ e. Decrease the number of members of the council or board
8ef ☐ f. Change the method of election of the mayor
8eg ☐ g. Add the position of CAO
8eh ☐ h. Eliminate the position of CAO
8ei ☐ i. Change who appoints the CAO from (*list previous appointment authority*) _____ *8ei 1* _____
   to (*list current appointment authority*) _____ *8ei 2* _____
8ej ☐ j. Change from one of the forms defined in Question 1 (*specify #*) _____ *8ej 2* to another form defined in Question 1
   (*specify #*) _____ *8ej 1*

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 _____

q87-5/3   q88-5/3   q89-5/3   q90-5/3   q91-5/3

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.

Q9 9. Is the current mayor   ☐ 1. Male   ☐ 2. Female

Q10 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

Q11 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*) _____

Q12 12. Is the mayor a member of the council?   ☐ 1. Yes   ☐ 2. No

Q13 13. Is the position of mayor *officially* full-time or part-time? (*Check only one.*)
☐ 1. Full-time   ☐ 2. Part-time

Q14 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*) _____

Q15 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

Q16 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
16A A. What is the maximum number of consecutive terms allowed for position of mayor? _____ terms
16B B. By what authority is the number of terms limited? (*Check only one.*)
☐ 1. Ordinance   ☐ 2. Charter   ☐ 3. State law
☐ 4. Other _____

Q17 17. In what year was your current mayor *originally* elected? 19_____

Q18 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*) _____

Q19 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*)_____

Q20 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.

Q21 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
   21A A. Which type(s) of parties can appear on the ballot? (*Check only one.*)
   - ☐ 1. National   ☐ 2. Local   ☐ 3. Both local and national

Q22 22. Are your local general elections held during odd or even years?
- ☐ 1. Odd   ☐ 2. Even   ☐ 3. Both

Q23 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.*)
24-1 ___ 1. Under 22   *24-3* ___ 3. 30-39   *24-5* ___ 5. 50-59
24-2 ___ 2. 22-29   *24-4* ___ 4. 40-49   *24-6* ___ 6. 60 and over
   24a _____ 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.*)
25-1 ___ 1. No high school diploma   ___ 7. Master's degree
25-2 ___ 2. High school graduate   ___ 8. Law degree
25-3 ___ 3. Post high school technical   ___ 9. Some Ph.D. course work
25-4 ___ 4. Some college   ___10. Ph.D.
25-5 ___ 5. Bachelor's degree   ___11. Medical degree
25-6 ___ 6. Some master's level course work   ___12. Other (*specify*) _____
   25a _____ a. Total council members listed in 1-12

26. Gender of council members?
26-1 ___ 1. How many council members are male?
26-2 ___ 2. How many council members are female?
   26a _____ a. Total council members listed in 1 and 2

27. How many council members are: (*Indicate zero if none.*)
27-1 ___ 1. American Indian   ___ 4. White, not of hispanic origin
27-2 ___ 2. Hispanic   ___ 5. Black, not of hispanic origin
27-3 ___ 3. Asian or Pacific Islander
   27a _____ 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.*)

28-1 ___ 1. Lawyers   ___ 6. Homemakers
28-2 ___ 2. Other professionals (*medicine, engineering, etc.*)   ___ 7. Teachers and other educational personnel
28-3 ___ 3. Business executives/managers   ___ 8. Clergy
___ 4. Business/industry employees   ___ 9. Retired persons
___ 5. Farmers or ranchers   ___10. Other (*specify*) _____
28a _____ a. Total council members listed in 1–10

29. Indicate the number of council members selected by each of the following methods.

29-1 ___ 1. Nominated and elected at large
29-2 ___ 2. Nominated by ward or district and elected at large
29-3 ___ 3. Nominated by ward or district and elected by ward or district
___ 4. Other (*specify*) _____
29a _____ 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.*)

30-1 ___ 1. Less than one term   ___ 4. Three terms
30-2 ___ 2. One term   ___ 5. Four terms
30-3 ___ 3. Two terms   ___ 6. More than four terms
30a _____ 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.

Q31 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

Q32 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.*)
32a a. Length of term for council members elected at-large _____ years
32b b. Length of term for council members elected by ward or district _____ years

Q33 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*)?

Q34 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
34A A. What is the maximum number of consecutive terms allowed by law? _____ terms
34B B. By what authority is the number of terms limited? (*Check only one.*)
☐ 1. Ordinance   ☐ 2. Charter   ☐ 3. State law   ☐ 4. Other _____

Q35 35. How many incumbents ran for reelection to council in the last general election? _____
35A A. How many of those incumbents were reelected? _____

Q36 36. How is a council member's seat filled if it is vacated before the term has expired? (*Check only one.*)
☐ a. Special election   ☐ d. Appointed by mayor
☐ b. Appointed by council   ☐ e. Position left vacant until next regular election
☐ c. Method depends on length of term remaining   ☐ f. Political party (*elects or appoints*)
     ☐ g. Other _____

Q37 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	$ _37a1_	$ _37a1-r_	$ _37a1-S_
2. Part-time council member	$ _37a2_	$ _37a2-r_	$ _37a2-S_

Q38 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*) _____

Q39 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

39A A. Approximately how many standing committees does the council have as of January 1991?_____

39B B. Approximately how many members are on a standing committee?_____

39C C. Approximately how many members are on the smallest standing committee?_____

39D D. Approximately how many members are on the largest standing committee?_____

39E 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*) _____

39F 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

39G G. How many of the standing committees include non-council-member citizens as active committee members? (*Indicate zero if none.*)_____

39H H. Do committees make formal policy recommendations to the full council?
- ☐ 1. No   If you checked "no," go to question 40.
- ☐ 2. Yes

39HA a. How often are these recommendations accepted?
☐1   ☐2   ☐3   ☐4   ☐5
Always   **Never**

Q40 40. Since January 1991, how many ad hoc committees have been established? (*Indicate zero if none.*) _____

Q41 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*) 40a
Part-time paid professional staff_____(*Number*) 40ap

B. Full-time paid clerical staff_____(*Number*) 41b1
Part-time paid clerical staff_____(*Number*) 41bp

C. Volunteers (*average total number of hours worked per week by all volunteers; indicate zero if none.*) _____ 41c

Q42 42. When does your fiscal year begin (*i.e., 7/1*)?   Month____   Day____

Thank you for your assistance!

Name: _____

Title: _____ Office telephone: (_____) _____