

**CITY OF LAPEER
Job Description**

Job Title: Mayor and/or Commissioner
Department: Mayor/Commission
Reports To: City
Department: Legislative Branch of City
FLSA Status: Exempt
Approval Date: September 6, 2006

The office of the Mayor and City Commission is governed by the Charter of the City of Lapeer.

SUMMARY

- Constitutes the legislative and governing body of the City.
- Nominated and elected from the City at large on a non-partisan basis.
- Annual elections are held in November of odd years.
- Terms of office are four years.
- May be appointed to various Boards and Commissions.

COMPENSATION

- Compensation is determined by the Local Officers Compensation Commission of the City of Lapeer.

NOMINATIONS

- Nominations are by petition. Signatures by a number of electors of not less than thirty (30), nor more than sixty (60).
- Nominating petitions are filed with the City Clerk.

ELIGIBILITY FOR OFFICE

- Resident of the City for at least one year immediately prior to last day for filing original petitions.
- Qualified and registered elector of the city for at least thirty (30) days prior to last day for filing petitions and continue to be a qualified and registered elector throughout tenure of office.
- Not a defaulter to the City or any board of officers.
- Taxpayer, or exempt from taxes by operation of the law, to the City for a period of at least six months prior to last day for filing original petitions.

DUTIES OF MAYOR

- The Mayor shall be the executive head of the City. He shall have a voice in all proceedings of the Commission but shall have no vote except in the case of a tie. In the case of a tie, he shall have the deciding vote.
- The presiding officer of the Commission.
- Conservator of peace.
- Executes documents.
- May solemnize marriages according to Public Act 211 of 1972.
- Appoints members to Boards and Commissions.

DUTIES OF COMMISSIONERS

The authority to:

- Adopt ordinances and approve amendments to ordinances.
- Adopt resolutions
- Adopt necessary policies for the operation of the City government.
- Hire a City Manager to enforce legislation, ordinances and policies approved by the Commission.
- Commissioners CANNOT vote on any question in which there is a financial interest.
- Approve the Fiscal Year Budget.
- Approve the borrowing of money.
- Approve public improvements and special assessments.
- Approve the acquisition/sale/lease of personal property and/or real property.
- Approve contracts and/or agreements.
- Appoints members to Boards and Commissions.

MEETINGS

- Meetings are held twice each month. Currently, the first and third Mondays.
- Meetings are open to the public.
- If four consecutive regular meetings are missed, unless absences are excused by the Commission, position may be declared vacant by the Commission before the expiration of the term of office.

FILLING VACANCIES

- Taxpayer, or exempt from taxes by operation of the law, to the City for a period of at least six months prior to appointment to fill vacancy.
- Any vacancy in the Mayor or Commission office shall be filled within thirty (30) days by a majority vote of the remaining members of the Commission for the balance of the unexpired original term OR until the next regularly scheduled City election which are held in November of each odd-numbered year.
- Any vacancy not filled within thirty (30) days will be filled at a special election.