



DUTIES AND RESPONSIBILITIES OF THE MAYOR, DEPUTY MAYOR AND COUNCIL MEMBERS 2014 Municipal Election

Municipal Elections Act, 1996 s. 224, s. 225

Duties and Responsibilities of the Mayor

The *Municipal Act, 2001*, Section 225, identifies the Mayor's responsibilities as follows:

- To be head of the municipal council and to act as Chief Executive Officer of the Corporation.
- To preside over council meetings.
- To provide leadership to council.
- To represent the municipality at official functions.
- To carry out the duties of the Head of Council under this or any other Act.
- To perform duties of a member of council as outlined in the *Municipal Act, 2001*, Section 224.

The Mayor shall also serve as a member of county council and is required to attend all regular and special meetings of county council as well as any standing committees to which he/she may be appointed.

Duties and Responsibilities of the Deputy Mayor

The Deputy Mayor is required to fulfill his/her normal duties as a member of council under the *Municipal Act, 2001*, Section 224. The Deputy Mayor shall assist the Mayor in carrying out the Mayoral responsibilities under the *Municipal Act*, Section 225. The Deputy Mayor shall also serve as a member of county council and is required to attend all regular and special meetings of county council as well as any standing committees to which he/she may be appointed.

Duties and Responsibilities of all Council Members

In accordance with the *Municipal Act, 2001*, Section 224, it is the role of council:

- To represent the public and to consider the well-being and interests of the municipality.
- To develop and evaluate the policies and programs of the municipality.
- To determine which services the municipality provides.
- To ensure that administrative practices and procedures are in place to implement the decisions of council.
- To ensure the accountability and transparency of the operations of the municipality.
- To maintain the financial integrity of the municipality; and
- To carry out the duties of council under this or any other Act.