

Role and Responsibility of a City Council Member

Eligibility: two years of residency, minimum of 25 years of age

The City Council has all legislative and policy forming power for the City of Frankenmuth. As a council member, your statutory duties are to be performed, almost without exception, by the council as a whole. As individuals, Council members have no administrative authority. They cannot give orders or otherwise supervise city employees unless specifically authorized. The council as a whole, however, does have administrative ability. Council members should be prepared to devote their official time to developing, implementing and evaluating basic policy and serving as liaisons between the City and the general public. The major areas of City Council authority and responsibility are:

- Judging the qualification of its own members
- Setting and interpreting rules governing its own proceedings
- Exercising all the powers of the City that the law does not delegate to others
- Legislating for the City
- Appointing certain administrative personnel
- Transacting city business
- Managing the City's financial operations
- Appointing members of the boards, committees and commissions
- Conducting the City's intergovernmental affairs
- Protecting the welfare of the City and its residents
- Providing community leadership

City Council typically meets the first Tuesday of each month. There is a standing work session that usually lasts 90 minutes. Currently the work session takes place at 1 pm but that is subject to change given availability of Council members. That same evening the regular City Council meeting is held, starting at 7 pm. Council packets are typically delivered sometime Friday afternoon prior to the Tuesday meeting. Each Monday, Council members received a weekly update from staff regarding issues and events that may be of interest.

In addition to the regular meetings of City Council, members typically are appointed to serve on other committees, commissions and boards organized through the City. Meeting frequency, dates and times vary. Additionally, the City has other events including, but not limited to:

- Township, City, School Board Joint Meeting, held each fall
- Budget Workshop, typically most of the day, held each March or April
- Regional Government Dinner Meeting, held each April

Historically the City has participated in a Mayor Exchange, which usually involves travel to another community on a Sunday and then a tour of the City on Monday. We then host the exchange City in Frankenmuth on another full day.

Although not required, the City encourages any newly elected/appointed individual to attend a day long workshop (city paid) regarding the roles and responsibilities of an elected official. It is organized through the Michigan Municipal League. At a minimum, any newly elected or appointed official should anticipate an orientation that will take approximately three to four hours (can be spread out over multiple days if needed).