



MUNICIPAL LEADERSHIP ACADEMY

M U N I C I P A L L E A D E R S H I P A C A D E M Y P A R T T W O

YOU GOT ELECTED, NOW WHAT?

— ...

MICKEY SHIELDS | DIRECTOR OF MEMBERSHIP SERVICES | IOWA LEAGUE OF CITIES

WE ARE HERE TO HELP! IF YOU HAVE ANY QUESTIONS PLEASE LET US KNOW.



STRATEGIES FOR SUCCESS IN OFFICE



KNOW WHAT YOU ARE GETTING INTO



REVIEW RECENT MEETING MINUTES AND REPORTS



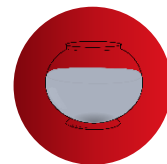
REALIZE THAT BEING AN ELECTED OFFICIAL IS A TIME COMMITMENT



FAMILIARIZE YOURSELF WITH YOUR LOCAL CODE OF ORDINANCES



EXPECT TO HEAR COMPLAINTS (AND AT ALL HOURS OF THE DAY)



SOME OF YOUR PRIVACY IS GONE, CITY OFFICIALS OPERATE IN A FISHBOWL

CIVILITY IS THE EXPECTATION

DON'T LET POLITICAL DIFFERENCES CROSS OVER INTO PERSONAL ATTACKS

CITY GOVERNMENT IS NON-PARTISAN, DON'T CREATE AN US VS THEM COUNCIL

YOU HAVE TO BE ABLE TO LEAVE THE DEBATE BEHIND AND TACKLE THE NEXT ISSUE

DON'T VOTE AGAINST AN ITEM BECAUSE YOU DIDN'T GET YOUR WAY ON AN EARLIER ISSUE



BE PART OF THE TEAM

A COUNCIL
SPEAKS
WITH
ONE
VOICE



WORK TRANSPARENTLY



DO YOUR HOMEWORK! OPENING YOUR PACKET AT THE COUNCIL MEETING FOR THE FIRST TIME IS DISRESPECTFUL TO YOUR CONSTITUENTS, COLLEAGUES AND CITY STAFF



PRAISE IN PUBLIC, CRITICIZE IN PRIVATE



NEVER ENGAGE IN GOSSIP

SET GOALS
AS A
GROUP

HELPFUL TIPS

**DON'T MAKE
PROMISES
YOU CAN'T KEEP!**



**A MEMBER OF THE COUNCIL
CAN REALLY ONLY PROMISE
THAT THE ISSUE WILL BE
BROUGHT UP**

**DON'T BE AFRAID TO ASK
QUESTIONS**



**THERE IS A TIME FOR
CAMPAIGNING AND A TIME
FOR GOVERNING**



**DON'T TRY TO FIX WHAT
ISN'T BROKEN...BUT DON'T
BE AFRAID TO INNOVATE**

HAVE FUN!



RESOURCES

IOWA STATE UNIVERSITY
Extension and Outreach
Community and Economic Development



IOWA

School of Planning
and Public Affairs

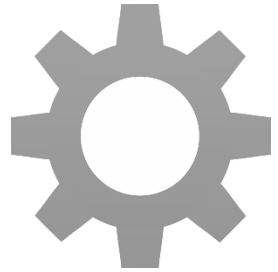
COUNCILS OF GOVERNMENT/REGIONAL PLANNING ORGANIZATIONS



MUNICIPAL LEADERSHIP ACADEMY

OVERVIEW OF ROLES AND RESPONSIBILITIES

MAYOR'S DUTIES



**ONLY A HANDFUL OF IOWA
MAYORS, OPERATING UNDER VERY
SPECIFIC FORMS OF GOVERNMENT,
HAVE THE ABILITY TO BREAK TIE
VOTES**



**LEGISLATION
SIGN/VETO/NO ACTION**



**CERTAIN
APPOINTMENTS***



INFORMAL DUTIES



**PRESIDING OFFICER AT
COUNCIL MEETINGS**

CHAIN OF COMMAND

THE MAYOR IS THE CHIEF EXECUTIVE OFFICER OF THE CITY AND SUPERVISES CITY OFFICERS AND DEPARTMENTS IN THE MAYOR-COUNCIL FORM OF GOVERNMENT

(OVER 97% OF CITIES IN IOWA OPERATE UNDER THIS FORM)

- **SUPERVISORY ROLE CHANGES IF CITY HAS A CITY MANAGER OR ADMINISTRATOR**
- **MAYORS SHOULD REMEMBER TO INVITE THE COUNCIL TO EXPRESS THEIR OPINIONS ON THE MANAGEMENT OF THE CITY AND INCLUDE THEM ON DECISIONS WHEN APPROPRIATE**

ROLE FOR COUNCIL IS TO SET POLICY DURING COUNCIL MEETINGS

- **INDIVIDUAL COUNCIL MEMBERS HAVE NO ROLE IN THE DIRECT DAY-TO-DAY SUPERVISION OF EMPLOYEES UNLESS SPECIFICALLY DELEGATED THAT ROLE BY THE FULL COUNCIL**

CITY COUNCIL AUTHORITY



COUNCIL ONLY EXERCISES ITS
POWERS WHEN ACTING AS A
**GROUP IN OFFICIAL
MEETINGS** AND ADOPTING
LEGISLATION

INDIVIDUAL COUNCIL
MEMBERS HAVE **NO**
AUTHORITY ON THEIR OWN



CITY COUNCIL DUTIES

ANTICIPATE ISSUES, SET GOALS AND OBJECTIVES



**APPROVE/AMEND/
MONITOR BUDGETS**



**ESTABLISH
CITY POLICIES**



**APPROVE PLANS
AND PROGRAMS**



**APPROVE EXPENDITURES
AND PAYMENTS**



**APPROVE
CONTRACTS**



APPOINTMENTS*

CITY STAFF



**PROVIDE
SERVICES AND
PRODUCTS**



**RESPOND TO
CITIZEN ISSUES**



**IMPLEMENT DECISIONS,
PLANS, PROGRAMS
AND POLICIES**

ANALYZE ISSUES; DEVELOP PROFESSIONAL RECOMMENDATIONS



COUNCIL MEETING BASICS

CONSIDER ADOPTING RULES OF PROCEDURE

SETS UP FRAMEWORK FOR EFFICIENT AND EFFECTIVE MEETINGS

OUTLINES
SPECIFIC
ROLES FOR ALL
INVOLVED

GUIDES PUBLIC
PARTICIPATION

DETERMINES
HOW ITEMS ARE
INCLUDED ON AN
AGENDA
(OR PULLED)

SETS RULES FOR
BEHAVIOR AND
DECORUM

DEFINITION OF MEETING

SECTION 21.2(2)

GATHERING IN PERSON OR BY ELECTRONIC MEANS, FORMAL OR INFORMAL, OF A MAJORITY OF THE MEMBERS OF A GOVERNMENTAL BODY WHERE THERE IS DELIBERATION OR ACTION UPON ANY MATTER WITHIN THE SCOPE OF THE GOVERNMENTAL BODY'S POLICY-MAKING DUTIES



HARASSMENT/DISCRIMINATION

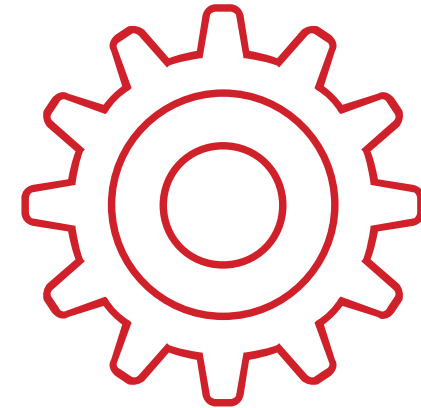
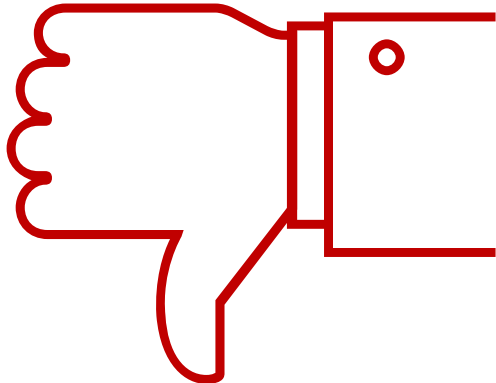


NO PLACE FOR DISCRIMINATION IN ANY WORK ENVIRONMENT

- **DISCIPLINE SHOULD BE BASED ON SEVERITY AND EXPECTATION TO PREVENT ANY FUTURE EVENT FROM OCCURRING**
- **EMPLOYEES HAVE AN EXPECTATION TO HAVE A WORKPLACE FREE OF HARASSMENT OF ANY KIND**
- **HAVE A POLICY IN PLACE AND CONDUCT REGULAR TRAININGS FOR ALL EMPLOYEES**

EMPLOYEE VS INDEPENDENT CONTRACTOR

**DO NOT BE TEMPTED TO RECLASSIFY AN
EXISTING CITY POSITION AS AN
“INDEPENDENT CONTRACTOR” OR RETAIN
A PERSON AS A “CONTRACTOR” IN ORDER
TO AVOID THE EXPENSE AND BURDENS
ASSOCIATED WITH EMPLOYMENT**



**MUST SATISFY REQUIREMENTS
OUTLINED BY THE IRS AND IPERS**



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THANK YOU FOR JOINING US



MICKEY SHIELDS | DIRECTOR OF MEMBERSHIP SERVICES | IOWA LEAGUE OF CITIES

MBRSVCS@IOWALEAGUE.ORG | 515.244.7282 | WWW.IOWALEAGUE.ORG