



## **MAYOR AND ALDERMEN DUTIES**

Branson is a fourth-class City, which operates under the Council/Administrator form of government. The governing body consists of six Aldermen elected from three wards and a Mayor elected at-large. The Mayor and Board of Aldermen serve two-year terms with the Aldermen terms being staggered. Elections are held each April.

The Mayor presides over the Board of Aldermen meetings with general knowledge of Robert's Rules of Order and only votes to break a tie. They communicate with the Board and City Administrator concerning City business along with attending training conferences, ceremonial activities on behalf of the City and other various engagements throughout the term of their office. They spend time meeting and answering questions of the citizens.

Aldermen are elected to serve the citizens of their Ward and often are asked to meet with their constituents. They attend all Board meetings and vote on items as they appear on the agenda and are presented by City Staff. It takes a majority of the Aldermen to pass an item and so individually, an Alderman does not have the authority to cause action on any item. The Board also attends training conferences, ceremonial activities and other engagements.

The Mayor and Board of Aldermen are expected to attend all Board meetings, which are on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 4:30 p.m. for Study Sessions and 6:00 p.m. for Regular Meetings. From time to time, Special meetings may be called. Additionally, the Mayor and Aldermen serve on various City committees and these meetings usually occur at least once a month and can happen during the day or evening.

The City operates under the Council/Administrator form of government, the City Administrator serves as the Chief Executive Officer to the Mayor and Board. The Administrator is responsible for the proper administration and management of the government business, offices and employees of the City. The Mayor and Board deal with City affairs and employees through the City Administrator. Often the City Administrator schedules meetings with the Mayor and Board to discuss City matters.

In general, serving as Mayor and Alderman, includes attending various meetings, activities, researching topics, answering calls and giving personal time to carry out the duties of the office. The time needed should be part of the consideration when considering being a candidate for the office of the Mayor or Alderman. If you are interested in running for office, it should be a personal call to serve and help the citizens of the City.