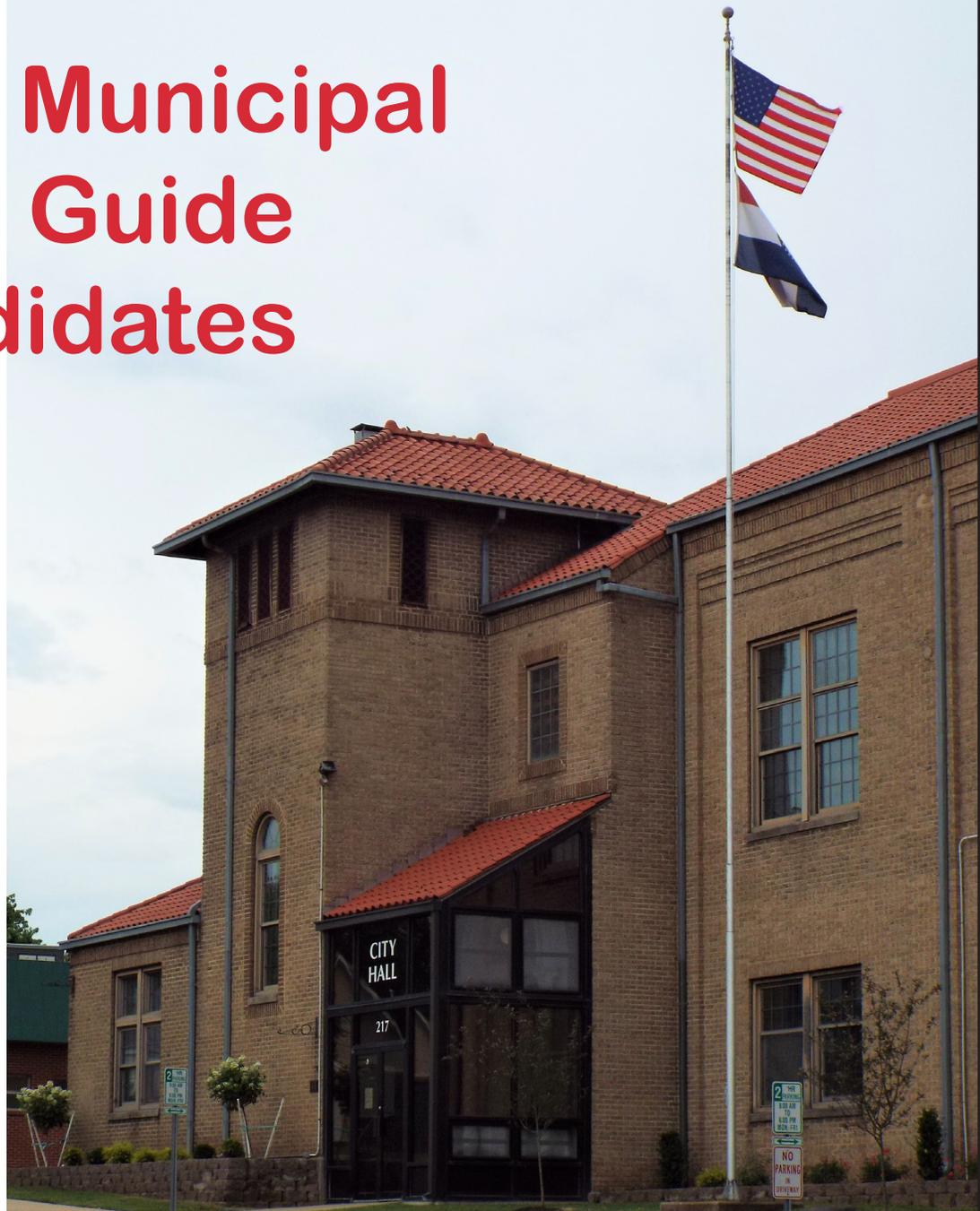


# General Municipal Election Guide for Candidates



City Council Election - April 2024



**City of Monett**

Pride and Progress

# CANDIDATE AND ELECTED OFFICIALS INFORMATION

## CANDIDATE REQUIREMENTS

On the first (1st) Tuesday after the first (1st) Monday in April every four (4) years thereafter there shall be elected a Mayor and two (2) Commissioners, who shall hold their offices for a term of four (4) years or until their successors have been elected and qualified.

If any vacancy occurs in any such office, the remaining members of the Council shall appoint a person to fill such vacancy during the balance of the unexpired term.

All candidates for Mayor or Commissioner shall appear on the ballot for the general election.

The candidate receiving the highest number of votes for Mayor in the general election shall be the person elected to the office. The two (2) candidates receiving the highest number of votes for Commissioner in the general election shall be the persons elected to those offices. No person may file for the offices of both Mayor and Commissioner in the same election.

No person shall be elected Mayor of the City, unless he/she is at least thirty (30) years of age, a citizen of the United States and a resident of the City at the time of and for two (2) years next preceding his/her election.

No person shall be a Commissioner unless he/she is at least twenty-one years (21) of age, a citizen of the United States and an inhabitant of the City at the time of and for one (1) year next preceding his/her election or appointment.

## SALARY AND BENEFITS OFFERED FOR COUNCIL MEMBERS

The Mayor's and each Commissioner's

Official Election Day	Style of Election	Last Day to Register to Vote	First Day for Candidate Filing	Last Day for Candidate Filing	Final Certification Date
February 6, 2024	Bond elections may be held on the first Tuesday after the first Monday in February but no other issue shall be included on the ballot for such election.	January 10, 2024	October 10, 2023	October 31, 2023	November 28, 2023
March 5, 2024 (see local charter)	Charter cities and charter counties ONLY	February 7, 2024	November 7, 2023	November 28, 2023	December 26, 2023
April 2, 2024	General Municipal Election Day	March 6, 2024	December 5, 2023	December 22, 2023	January 23, 2024
August 6, 2024	Primary Election	July 10, 2024	February 27, 2024	March 26, 2024	May 28, 2024
November 5, 2024	General Election	October 9, 2024	July 9, 2024*	July 30, 2024*	August 27, 2024

annual salary shall be fixed by ordinance. Such salary shall be payable in equal monthly or semimonthly installments as provided by ordinance.

Every other officer or assistant shall receive such salary or compensation as the Council shall provide by ordinance or resolution, payable in equal monthly or semimonthly installments. Current Commissioner's salary is \$500 per month.

Council members are allowed to participate in the health insurance program offered to all city employees. Council may also participate in the Missouri Local Government Employees Retirement system (LAGERS).

## CITY COUNCIL MEETINGS

It shall be the duty of each Commissioner to attend meetings of the City Council, unless excused by the Council or is sick and unable to attend.

Regular meetings of the Council shall be held on the twentieth (20th) of the month at 9:30 A.M. If the 20th falls on a Saturday, the meeting will occur the immediately preceding Friday, unless otherwise set by the council. If the 20th falls on a Sunday, the meeting will follow the following Monday.

# TRAINING AND SUPPORT FOR ELECTED OFFICIALS

## 2024 ELECTED OFFICIALS TRAINING CONFERENCE

The Missouri Municipal League was organized in 1934. Since its organization, its aim has been “to develop an agency for the cooperation of Missouri cities, towns and villages and to promote the interest, welfare and closer relations among them in order to improve municipal government and administration in the state.” Thus, the League’s basic goal is to strengthen cities through unity and cooperation.

The Missouri Municipal League is an independent, statewide, not-for-profit association governed by a Board of Directors consisting of a President, Vice President, Active Past Presidents, 12 elected municipal officials and five appointed municipal officials; with at least one Board member from each Congressional District. The Board appoints an Executive Director to manage the affairs of the League.

The annual Conference will be held 6/6/2024 - 6/7/2024 in Columbia, Missouri, and provides a nuts and bolts review of the myriad of important issues municipal officials face on a regular basis, from Sunshine Law to fraud, ethics and budgets to leadership and more. While the conference focuses on providing the knowledge base that newly elected municipal leaders need to govern effectively, the changes that continually occur in the municipal arena make this a conference that all officials may want to attend. Elected officials are encouraged to attend this optional training. Costs will be covered by the City of Monett.

## MUNICIPAL GOVERNANCE INSTITUTE

To reward your commitment to the continual process of learning new skills and abilities in the local government field, the Missouri Municipal League sponsors the MML Governance Institute. Participants who complete the program are designated as “Certified Municipal Officials” by the Missouri Municipal League.

Participants must complete 12 hours of study in core areas and 4 hours of elective training. The program is open to both elected and appointed municipal officials and utilizes existing MML training opportunities, such as conferences and online training, as well as specialized crafted workshops to provide meaningful and useful information.

MML members who have received designation as a “Certified Municipal Official” are now eligible for enrollment the “Advanced Certification Program”.

Participants in the advanced program must complete 14 hours of study in core areas and three capstone projects: leadership, advocacy and community service. Core Requirements - One hour in each of the following topics is required for completion of the advanced program (14 hours total):

- Advanced Sunshine Law
- Ethics in the Political Arena
- City Business 102: Achieving Smooth and Productive Council Meetings
- Fraud Prevention and Detection
- Code Enforcement
- Lobbying 101
- Community Engagement
- Media Relations
- Community Visioning
- Planning and Zoning: The Comprehensive Plan
- Economic Development 102
- Reading Financial Statement
- Effective Staff/Council Relations



# GOVERNANCE

## MONETT'S FORM OF GOVERNMENT

The City of Monett is classified as a third class municipality by the State of Missouri. Third class cities are granted greater flexibility with the authority to establish the mayor council form, the council-manager form, the commission form or the mayor-city administrator-council form.

The chosen style of government for Monett is the commission form. Monett is the only city in the state operating under this form, and there are many attributes that make it a unique and swiftly functioning structure.

Under the commission form of government, each member of the city council, referred to as the commission, directly heads or supervises an administrative department. Thus, the commissioners serve a dual capacity: as the municipal legislative body, they formulate municipal policy, and as individuals, they serve as administrative heads of the various departments.

The voters elect a mayor who presides at meetings of the commission, but the mayor typically does not have significant powers over the operations of the other commissioners' departments.

The council shall have and possess, and the council and its members shall exercise all executive, legislative and judicial powers and duties now had, possessed and exercised by the mayor, city council, city attorney, assessor, treasurer, collector, city engineer and other executive and administrative officers in cities of the third class and in cities under special charter with a population less than thirty thousand, and shall also possess and exercise all executive, legislative and judicial powers and duties now had and exercised by the board of police and fire commissioners, the board of public works, park commissioners, the board of waterworks trustees in all cities wherein such boards now exist or may be hereafter created.

The council shall determine the powers and duties to be performed by and assign them to the appropriate department; shall prescribe the powers and duties of officers and employees; may assign particular officers and employees to one or more of the departments; may require an officer or employee to perform duties in two or more departments; and may make such other rules and regulations as may be necessary or proper for the efficient and economical conduct of the business of the city.

“The Mayor shall be Superintendent of the Department of Public Affairs and the Council shall at the first (1st) regular meeting after election of its members designate by a

majority vote one (1) Councilperson to be Superintendent of the Department of Accounts and Finances; one (1) to be Superintendent of the Department of Public Safety, one (1) to be Superintendent of the Department of Street and Public Improvements and one (1) to be Superintendent of the Department of Parks and Public Property.

The Council shall at such first (1st) meeting, or as soon as practicable thereafter, elect by majority vote the following officers: a City Clerk, Attorney, Assessor, Treasurer, Auditor, Civil Engineer, Chief of Police, Chief of Fire Department, Street Commissioner, and such other officers and assistants as shall be provided for by ordinance and necessary to the proper and efficient conduct of the affairs of the City; provided however, that only such of the above officers shall be appointed as may in the judgment of the Mayor and Councilpersons be necessary for the proper and efficient transaction of the affairs of the City. Any officer or assistant elected or appointed by the Council may be removed from office at any time by a vote of a majority of the members of the Council, except as otherwise provided.

Thus, the organization chart for the commission form is relatively simple; the voters elect a mayor and the commissioners who establish municipal policy, administer their respective departments, and appoint the other municipal officials.”



If a vacancy occurs in any elective office other than the office of Mayor, a successor to the vacant office shall be selected by appointment by the Mayor with the advice and consent of a majority of the remaining members of the Council. The Council may adopt procedures to fill vacancies consistent with this Section.

The successor shall serve until the next available regular municipal April election. If a vacancy occurs in any office not elective, the Mayor shall appoint a suitable person to discharge the duties of the same until the first (1st) regular meeting of the Council thereafter, at which time the vacancy shall be permanently filled.



## DEPARTMENTS, COMMISSIONS AND BOARDS

“The executive and administrative powers, authority and duties of the City shall be distributed into and among the following departments:

1. Department of Public Affairs
2. Department of Accounts and Finance
3. Department of Public Safety
4. Department of Streets and Public Improvements
5. Department of Parks and Public Property

Every City department may be in the charge of either the Mayor or one (1) of the two (2) Commissioners, as designated by the City Council; provided that the Mayor shall always be in charge of the Department of Public Affairs, as provided by Section 78.070, RSMo.”

## AVOIDING CONFLICTS OF INTEREST

Proper operation of government requires that public officials and employees be independent, impartial and

responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the City.

All elected and appointed officials as well as employees of a political subdivision must comply with Section 105.454, RSMo., on conflicts of interest as well as any other State law governing official conduct.

Any member of the Governing Body of a political subdivision who has a “substantial or private interest” in any measure, bill, order or ordinance proposed or pending before such Governing Body must disclose that interest to the Secretary or Clerk of such body and such disclosure shall be recorded in the appropriate journal of the Governing Body. “Substantial or private interest” is defined as ownership by the individual, his or her spouse or his or her dependent children, whether singularly or collectively, directly or indirectly of:

1. Ten percent (10%) of any business entity; or
2. An interest having a value of ten thousand dollars (\$10,000.00) or more; or
3. The receipt of a salary, gratuity or other compensation or remuneration of five thousand dollars (\$5,000.00) or more per year from any individual, partnership, organization or association within any calendar year.



Information contained within this document comes from the following sources:

- City of Monett Municipal Codes: [www.cityofmonett.com](http://www.cityofmonett.com), click “How Do I”, then “Municipal Codes”
- “Forms of Government for Missouri Municipalities”: Missouri Municipal League
- Elected Official Training: Missouri Municipal League
- Classification of Municipalities: Missouri Secretary of State



# City of Monett

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Persons desiring to file for candidacy for such offices may do so by filing a Declarations of Candidacy with the City Clerk between 8:00 a.m. on Tuesday, December 5, 2023, and 5:00 p.m. on Tuesday, December 26, 2023, at such times as the Monett City Hall shall be open for business.

Note that due to holiday scheduling Monett City Hall will be closed on December 25, and open from 3:00 - 5:00 p.m. on December 26. This office may be closed should inclement weather occur.

Candidates will be listed on the ballot in the order in which they file.

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Angie Irwin, City Clerk

[airwin@cityofmonett.com](mailto:airwin@cityofmonett.com)

417. 235.3763