

Non-Partisan Elected Offices Descriptions, Qualifications and Responsibilities

Brunswick City Council

Brunswick is a non-partisan City Manager-Council form of government, governed by a City Charter. All legislated powers are vested in the Council, except as otherwise provided by law or in the Charter. Council is comprised of seven (7) members. Three (3) are elected at-large; the other four (4) are elected from each Ward. Candidates for at-large councilperson must be qualified electors and must have been residents of the City for at least two (2) years immediately prior to the date of their taking office; candidates for Ward councilpersons must be qualified electors and must have resided in the City and in the Ward or any other area reapportioned to the Ward that he or she seeks to represent for at least two (2) years immediately prior to the date of their taking office. The term of office is four (4) years. Council elects one of its members to serve as Vice Mayor. Council meets on the 2nd and 4th Monday of the month.

Salary: approximately \$12,000

Brunswick Mayor

The Mayor of Brunswick is recognized as the official head of the municipality for all ceremonial purposes. The Mayor presides at all regular Council meetings but does not vote. The Mayor has all the judicial powers granted by the Ohio Revised Code to the mayors of cities. Candidates for Mayor must be qualified electors of the City and have resided in the City for at least two (2) years immediately prior to the date of their taking office.

Salary: approximately \$16,500

Brunswick Election Procedures

All candidates appear without Party designation on the Primary Election ballot and must file for election by the Primary Election deadline. In all offices, except Council-at-large, the two (2) candidates receiving the greatest number of votes in the Primary shall be considered nominated and their names will appear on the General Election ballot. For Council-at-large, the six (6) persons receiving the highest number of votes shall be considered nominated and their names will appear on the General Election ballot. If less than two (2) persons file for any position except Council-at-large, only the names of those who file shall appear on the General Election ballot. If there is no contest for a Ward Council member, Council member at-large, or Mayor in the Primary Election, the candidates' names shall not appear on that ballot and will be automatically considered nominated for the General Election ballot.

Note: Refer to the City of Brunswick Charter for more information.

Medina City Council

A Charter City, Medina City Council is a non-partisan elected legislative body with the authority to pass municipal ordinances and financial budgets, appoint members of boards and administrative personnel, make appropriations, establish land policies and zoning, and conduct the city's intergovernmental affairs. The City of Medina has seven (7) council members: Council President, elected at-large; two (2) at-large Council Members; and four (4) Ward Council Members. The term is four (4) years.

Each member of Council shall have been for at least two (2) years immediately prior to his/her election, and during the term of office shall continue to be, a resident of the City and a qualified elector thereof. A Council Member shall not hold any other public office except as otherwise provided in the Charter or ordinance, and that of Notary Public or of membership in the State Militia or the Reserve Corps of the United States. Each Ward Council Member shall have been at the time of filing of declaration for candidacy, and during the term of office shall continue to be, a resident of the Ward he/she represents.

Medina City Council meets twice a month, on the second and fourth Mondays of the month. All Council Members serve on the Finance Committee and Council of the Whole. Individual Council Members are assigned to other Council Committees (Streets & Sidewalks; Public Properties; Health, Safety and Sanitation; Special Legislation, Emerging Technologies) as well as to other City Boards or Commissions.

President of Council

The President of Medina City Council is elected to that position by the people. The President of Council shall have all the powers, duties, functions, obligations, and rights of any other member of Council, and, in addition, he/she shall preside at all meetings of Council, appoint Council Members to committees, and assign pending legislation to the appropriate committee. When the Mayor is absent from the municipality or unable for any cause to perform his/her duties, the President of Council shall become the acting Mayor and during such periods shall have the same powers and perform the same duties as the Mayor.

Salaries

Council Members: \$6,000/year
President of Council \$9,000/year

Mayor of Medina

The Mayor shall, for at least three (3) years immediately prior to his/her election and during his/her term in office, have been and continue to be a resident of the City and a qualified elector thereof. He/she shall not hold any other public office or public employment except as otherwise provided in the Charter or by ordinance, and that of Notary Public or membership in the State Militia or Reserve Corps of the United States. The term is four (4) years.

The Mayor is the chief executive officer of the City and the safety director of the City. He/she shall be the chief conservator of the peace and shall see that all laws and ordinances are

enforced. He/she shall recommend to Council such measures as he/she deems necessary or expedient. The Mayor shall approve or disapprove legislation passed by Council (as provided for in the Charter). He/she shall see that all terms and conditions imposed in favor of the City or its inhabitants in any franchise or contract to which the City is a party are faithfully kept and performed and shall execute on behalf of the City, all contracts, conveyances, evidences of indebtedness and all other instruments to which the City is a party.

Salary: @\$80,000/year

Director of Finance, Medina

The Director of Finance shall on the date of his/her election and during his/her term in office, be and continue to be a resident of the City and a qualified elector thereof. He/she shall be a licensed certified public accountant or have a four (4) year degree, or higher, in accounting or finance with a minimum of two (2) years of experience in government related accounting or and/or auditing. He/she shall not hold any other public office or public employment except as otherwise provided (in the Charter or by City ordinance), and that of Notary Public or of membership in the State Militia or Reserve Corps of the United States.

The Director of Finance is the head of the Finance Department and the fiscal officer of the City. He/she serves the Mayor and Council against the City and shall issue no warrant unless he/she shall find that the claim is in proper form financial advisor for Municipal affairs. He/she shall examine all payrolls, bills and other claims and shall issue warrants for payment when such claims are duly approved, in proper form, correctly computed and duly approved, and that it is due and payable, and that an appropriation has been made for such payment. He/she shall also perform other duties consistent with his/her office as the Mayor or Council may request.

Salary: @\$85,000/year

Note: Refer to City of Medina Charter for any further information.

Wadsworth City Council

Wadsworth is a Statutory City under the Ohio Revised Code. Elections for Council are partisan and take place every two (2) years. Council consists of eight (8) members including the Council President, four (4) Ward council members, and three (3) at-large members, each serving a two (2) year term. All council members must be registered electors and must have resided in the City for at least one (1) year immediately preceding the election; Ward council members must reside in the Ward they represent. Council members facilitate safety and economic development initiatives; track finances, services and changes and improvements for the City; authorize budgets and other fiscal matters, and pass legislation to accomplish the goals of the City. Council meetings are held on the first and third Tuesday of each month.

Salaries

Council President: approximately \$8,000
Council Members: approximately \$7,500

Mayor of Wadsworth

The Mayor of Wadsworth is a partisan office elected for a four (4) year term. The Mayor appoints the Directors of Public Service, Human Resources, and Public Safety to effectively administer city services. The Mayor signs, or vetoes, new legislation passed by City Council. The Mayor must be a registered elector and reside in the City of Wadsworth.

Salary: \$43,000+

Wadsworth Director of Law

The Law Director of Wadsworth is a partisan office elected for a four (4) year term. The Law Director serves as general legal counsel for City officials and is involved in preparing ordinances and resolutions for Council as well as any other legal documents. The Law Director prosecutes misdemeanor cases in Wadsworth Municipal Court for the City of Wadsworth as well as the unincorporated townships of Wadsworth, Guilford, Sharon, Westfield, Harrisville, and Homer. The Law Director must be an attorney admitted to the practice of law in the State of Ohio, a registered elector, and reside in the City of Wadsworth.

Salary: \$83,000+

Wadsworth City Auditor

The Auditor of the City of Wadsworth is a partisan position elected for a four (4) year term. The Auditor is responsible for the auditing and reporting functions of the City, including processing payroll, maintaining capital asset records, legal compliance and budgeting. The Auditor must be 18 years of age, a registered elector and reside in the City of Wadsworth.

Salary: \$58,000+

Wadsworth City Treasurer

The Treasurer of Wadsworth is a partisan position elected for a four (4) year term. The Treasurer is generally responsible for collection of monies, recording revenues, making deposits in proper bank accounts, keeping accurate records of receipts and disbursements, demanding and receiving all property taxes and assessments, collecting and reporting all City income taxes, reconciling checking and other bank accounts, and investing the City's excess funds. The Treasurer must be a registered elector and reside in the City of Wadsworth.

Salary: \$29,000+

Wadsworth Election Process

As a statutory City, Wadsworth elections are partisan. Candidates must file with their Party designation to run in the Primary Election. If there is no contest in a particular race, the

candidate will not appear on the Primary Election ballot but will be automatically nominated for the General Election.

Township Board of Trustees

The Board of Trustees is the executive/legislative authority in a Township. Trustees make policies to maintain township roads, cemeteries and parks, and provide for safety services (e.g. fire and police protection), waste disposal, appointment of township personnel, and zoning. Trustees approve expenditures and work with the Fiscal Officer to develop an annual budget. Each Township has three (3) Trustees elected to four year terms. Typically, each Trustee oversees a certain township service, Township meetings are held at least once a month and one Trustee is elected by his/her peers to be the President of the Board. Township trustees must be registered electors, and residents of the Township.

Salary: Percentage of Township Budget, ranges from \$9,400 to \$21,500/year

Township Fiscal Officer

The Fiscal Officer oversees and safeguards the Township funds and works with the Trustees to ensure money is spent wisely and in the best interest of the residents. Fiscal Officers are responsible for management of all financial records, accounts and transactions as well for paying all bills, issuing checks and payroll. Fiscal officers are required to participate in yearly training. Fiscal Officers must be registered electors, and residents of the Township.

Salary: Percentage of Township Budget, ranges from \$15,500 to \$26,800/year

Villages (Chippewa Lake, Gloria Glens, Seville, Westfield Center)

Villages are municipal corporations of less than 5,000 residents. They operate in accordance with Ohio Revised Code unless they adopt a charter. The Village Council is the legislative body for the Village. A Mayor and six (6) Village Council members are elected for four-year terms. In addition, Villages elect a Fiscal Officer (clerk/treasurer) and a Board of Public Affairs.

Village Mayor

The Mayor is the chief executive officer of the Village and serves as President of Village Council. The Mayor superintends the administration and presides over all Council meetings. Village Mayors must be registered electors, and must be a resident of the Village for at least one (1) year immediately preceding the election.

Village Council Members

Council members are elected at-large and serve as the legislative body of the Village.

Village Clerk/Treasurer or Fiscal Officer

The Clerk keeps all the records of the Village and must attend all Council meetings. The duties of the Fiscal Officer and the Clerk for Council may be combined and designated to a Clerk/Treasurer who is elected to a four-year term. Village Council may enact an ordinance to make the Fiscal Officer an appointed position (Chippewa Lake).

Village Board of Public Affairs

A Public Affairs Board, consisting of three (3) residents, must be elected whenever a village is involved with a public utility.

Salaries

Mayor: N/A

Council Members: N/A

Clerk/Treasurer: N/A

Board of Public Affairs: N/A

School Boards

School Boards are the governing bodies of a school district. Local School Board Members develop policy, set the annual local school levy, and approve expenditures and educational programs. They are responsible for hiring the Superintendent and approving all staff hires, resignations, terminations and leaves of absence. They also ensure that proper facilities and equipment are available to support teaching and learning in the district. School Board meetings are held at least once a month. Each Board has five members. School Board members must be qualified electors and residents of the School District.

School Board Members serve four-year terms and earn at maximum: \$125 per board meeting; \$125 for training sessions greater than 3 hours; and \$60 for trainings less than 3 hours. This makes their annual salary at most \$5,000 annually.

Medina County Educational Service Center (formerly County Board of Education)

County Educational Service Centers (ESC) are a statutorily created system that provides leadership, professional development, creativity and innovation, technical assistance and support to meet the customer-driven needs of local school districts, their students and the State of Ohio. There is an elected board to ensure proper public oversight and accountability. The Board consists of five (5) members elected to four-year terms and compensated similarly to members of local and city School Boards. ESC Board members must be qualified electors and residents of Medina County.