



# CITY OF DONALD

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## City Council Qualifications and Description of Service

### *Qualifications:*

- ✦ Qualified elector by State law
- ✦ Must be a registered voter in the State of Oregon
- ✦ Be a Donald resident for at least 12 months immediately preceding the election/appointment
- ✦ Uphold State of Oregon Ethic Commissions Laws/Regulations
- ✦ Uphold the City of Donald Charter and Municipal Code

### *Role:*

The Donald City Council is composed of the Mayor and six Councilors elected from the city at large for terms of four years. At each biennial general election, three Councilors shall be elected, each for a term of four years.

Councilors represent the citizens of Donald and play an important role in many of the major decisions that affect the City of Donald as a whole. The fundamental role of a Councilor is to serve the interests of their community. The Mayor and Council positions are unpaid.

### *Responsibilities:*

Among their public duties, the Mayor and City Councilors provide leadership to constituents, arbitrate conflicting interests, and make sound decisions by studying problems and reviewing alternatives to determine the best course of action. The Mayor and City Councilors are responsible for establishing policy, adopting the City's budget and providing direction to the City Manager.

### *Duties:*

Review and approve the annual budget, oversee effectiveness of programs, enter into and approve legal contracts, pass ordinances and resolutions, establish priorities for short-term and long-term futures, regulate business activity through licensing and regulations, regulate public health and safety, communicate policies and programs to residents, respond to constituents needs and complaints, represent the community to other levels of government.

### *Meetings:*

Please be prepared to meet at least two hours on the second Tuesday of each month, as well as be able to commit time to review the Council packet prior to the meeting. In addition to the Regular monthly meeting, there is an annual joint City Council & Planning Commission Goal Setting and occasional Work Sessions, Special Meetings and Executive Sessions that will require your attendance.