

## **City Elected Officials**

### **Mayor**

The Mayor is the chief administrative officer and serves as Chairman of the City Council. The Mayor shall exercise general supervision over subordinate officers and be responsible for the efficiency of the City's Government. She shall appoint the heads and employees of various departments. She shall sign all bonds, deeds and written contracts, and all licenses issued; approve or disapprove within 10 days any ordinances passed by the City Council; call monthly meetings of Department Heads and issue proclamations commemorating special events, weeks, days, etc.

### **Clerk-Treasurer**

Every City must have a Clerk or Clerk-Treasurer. She shall have custody of the records, books and papers of the City Council. The Clerk issues licenses, records as proceedings of the Council, has custody of the City Seal and is authorized to administer oaths and take depositions. The Clerk-Treasurer also handles the funds of the City under the direction of the City Council.

### **City Judge**

The judicial power of a City is vested in the City Court and its jurisdiction generally covers trying cases in violation of City Ordinances, including traffic laws and is limited to misdemeanors.

### **City Councilman**

The City Council is the City's legislative body. It is the duty of the Mayor to preside at all meetings and of the Clerk-Treasurer to serve as Clerk. All official meetings of the Council are public. In addition to all powers specifically enumerated – every city or town – may exercise any power or perform any function necessary in the public interest, which is not prohibited by the Constitution of the State or the Constitution of the United States, and which is not specifically denied or vested by law in another governmental entity. There are a total of 51 enumerated powers and these are explained in detail in the "Here is Your Indiana Government" book.

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### **Judge of the Circuit Court**

In order to be eligible to preside, a Circuit Court Judge must be admitted to the practice of law. She shall name all employees of her court. The court's jurisdiction shall cover cases in equity, criminality, divorces and all matters not specifically conferred on some other court, board or officer. The Judge has the power to request from the Governor the use of State Police to maintain order during an emergency.

### **Prosecuting Attorney**

The Prosecuting Attorney represents the State of Indiana and prosecutes violators of state statutes in various courts having criminal jurisdiction. Because the prosecutor is elected for a judicial circuit in the same manner as a judge, the prosecutor must be a practicing attorney.

### **Clerk of the Circuit Court**

The duties of the County Clerk are many and varied, such as attending all sessions of the Circuit Court and any other County Courts: filing, recording and entering all orders pertaining to civil juvenile and criminal matters. The Clerk shall serve ex-officio as a member and Secretary of the County Election Board and the County Commission on Public Records, and as a member and Clerk of the County Board of Commissioners. The Clerk is ex-officio Voter Registration Officer of the County. The Clerk also issues marriage licenses, receipts and pays out all support monies in dependency cases, and keeps birth certificates, etc.

### **Auditor**

The Auditor is the general bookkeeper of the County. She serves as Secretary of the Board of County Commissioners and has the responsibility for the payment of claims. She is also Secretary of the County Board of Review and Secretary of taxes assessed against each taxpayer. The Auditor writes and signs checks authorized by the County Welfare Board for recipients of assistance and burial of the poor.

### **Treasurer**

The function of the Treasurer is to collect, to retain custody of and disburse county funds. The Treasurer collects delinquent taxes, local and state general property taxes, and inheritance taxes. The Treasurer must send to each taxpayer a statement of property taxes owed.

### **Recorder**

The chief function of the Recorder is that of preserving public records, including deeds, mortgages, liens, leases, armed forces discharges, bankruptcy notices, etc. The monetary charges made by the Recorder for her services become the property of the County.

### **Sheriff**

The Sheriff shall serve as conservator of the peace, serves as an officer of the courts involving serving warrants, subpoenas etc., collecting delinquent taxes, conveys to state charitable institutions and correctional institutions persons committed there. Attends sessions of the County Council and executes its orders; serves processes for the County Board of Review and attends meetings of the County Commissioners and executes their orders.

### **Coroner**

The chief responsibility of the Coroner is to determine the manner of death in cases involving violence, casualty or unexplained circumstances. The Coroner may also act as a peace officer if the Sheriff is incapacitated or disqualified. The Coroner is the only County Official who may arrest the Sheriff.

### **Surveyor**

The primary duty of the Surveyor is to survey and keep records of all sections and corners throughout the County and supervise all civil engineering work of the County. She is required to prepare, maintain and keep in custody a legal survey record book showing maps of each section, grant, tract, and subdivision of group of each areas. She serves as an ex-officio member with the County Commissioners, the Drainage Board and as an ex-officio member of the County Planning Commission.

### **Assessor**

The office of the Assessor functions under the direction of the State Board of Tax Commissioner. She will advise and instruct all township assessors in her county. She will supervise the county-wide assessment of real estate and personal property. She is the County Inheritance Tax Appraiser and is a representative of the State Inheritance Tax Division.

### **County Commissioners**

The Board of County Commissioners is responsible for the administration of all County business. Their duties include controlling, maintaining and supervising county property; audit and authorizes claims against the county; receives bids and authorizes contracts; supervises construction and maintenance of roads and bridges; exercises the County's power of domain, and appointing County and Township Officials. The Commissioners serve as the County Board of Finance with the Auditor serving as Secretary.

### **County Council**

The financial powers are placed in the County Council which serves as a check on the County Commissioners. They have exclusive power of fixing the rate of taxation and making appropriations to be paid out to the County Treasury. They can also authorize the incurring of County indebtedness within the constitutional limitations.

## **State Elected Officials**

### **Governor**

The Governor is the Chief Executive of the State. It is the duty of the Governor to take care that the laws are faithfully executed. She is Commander-in-Chief of the State's militia and may use them "to execute the laws, or to suppress insurrections, or to repel invasion". The Governor may recommend legislation to the General Assembly, may call special sessions of the Legislature and may veto any bill passed by the Legislature. She has the right to appoint and remove personnel in the Administrative Department. Additional responsibilities include ceremonial duties, serving as honorary or functioning chairman of various boards and activities and being the titular head of a political party.

### **Lieutenant Governor**

The party's nominees for Governor and Lieutenant Governor run as a team, insuring that those elected will not be of opposite political faiths. The primary function of the Lieutenant Governor is to preside over the Senate. The Lieutenant Governor may act as Governor, performing the duties of the Governor if the Governor is incapacitated or disqualified. By stature the Lieutenant Governor is made Commissioner of Agriculture, where she is charged with the conduct of the Indiana State Fair. When the Legislature is not in session, much of the Lieutenant Governor's time is devoted to the direction of the Department of Commerce.

### **Secretary of State**

A major function of the Secretary of State is attesting official state documents such as constitutional amendments, statutes and proclamations and commissions issued by the Governor. The Secretary of State keeps and preserves the Constitution of the State and the State Seal. By virtue of office, she serves as a member of the State Board of Canvassers, Commissioner of Public Records, the Corporation Survey Commission and the Code Revision Commission.

### **Treasurer of State**

The Treasurer of State is the receiver and custodian of all state revenue or money and pays out the money upon warrants issued by the Auditor of State. The Treasurer is also an ex-official member of many governing boards and commissions.

### **Auditor of State**

The traditional function of the Auditor of State is that of bookkeeping and auditor of receipts and disbursements of the State. The Auditor is also an ex-officio member of many governing boards and commissions. The Auditor examines and approves all county tax charges, and makes distributions to local government units of motor vehicle funds, alcoholic beverage taxes and cigarette taxes.

### **Attorney General**

As the Chief Legal Officer of the State, the Attorney General is charged with representing the State of Indiana in every lawsuit in which the State has an interest. Interpretation of statutes and application of the law to the specific questions is furnished to the Governor, members of the Legislature, State Officials, various counties, municipalities and other public groups. By virtue of the office, the Attorney General is a member of many governing boards and commissions.

### **Superintendent of Public Instruction**

Establishing basic policy for the State's Public School system is the primary responsibility of the State Board of Education through the offices of the Superintendent of Public Instruction. The Board is divided into three commissions consisting of six appointive members and the Superintendent. The Superintendent is a member and chairman of each commission. The Commissions are: (1) General Education, (2) Textbook Adoption and (3) Teacher Training and Licensing. By virtue of her office, the Superintendent serves as a member of many other boards and commissions.

### **State Senators and Representatives**

The Indiana Legislature has a membership of 50 Senators and 100 Representatives. The State is divided into Legislature Districts based on population. The Indiana General Assembly has broad powers to enact laws, and these powers are restricted only by the Constitution of the United States and Federal Laws enacted there under the Constitution of the State of Indiana. In addition, to the general grants of power and the limitations thereof under which the Legislative functions, the State Constitution contains a number of specific grants of power. Bills may originate in either House, and may be amended or rejected in the other, except the bills for raising revenue shall originate in the House of Representatives. (\*\*Due to time, space and personnel, the District level of Indiana government is bypassed at ALA Hoosier Girls State. State Senators and Representative who would regularly be part of the District structure are elected in each city at ALA HGS. There are two Senators and three Representatives per ALA HGS city.