

Statutory Roles And Responsibilities For NC Municipal Elected Officials And City Managers

Mayor

1. Preside at council meetings (§ 160A-69).
2. Call special meetings of the council (§ 160A-71).
3. Vote to break a tie or may vote on all matters (§ 160A-69) In a city where the mayor is elected by the council from among its membership, and the city charter makes no provision as to the right of the mayor to vote, he shall have the right to vote as a council member on all matters before the council, but shall have no right to break a tie vote in which he participated. Mayor cannot veto actions of board; cannot appoint or remove (without board permission)
4. Assume all powers and duties enumerated in the General Statutes as well as any others conferred on him or her by the council. This statute recognizes the mayor as the official head of the city for purposes of serving civil process, and most federal and state agencies extend this same recognition for purposes of official correspondence or actions such as grant awards or enforcement of federal laws and regulations (§ 160A-67).

Council

1. Authorized to organize and reorganize city government (§ 160A-146). Except when expressly prevented by other laws, the council can "...create, change, abolish, and consolidate offices, positions, departments, boards, commissions, and agencies...to promote orderly and efficient administration of city affairs..."
2. Except as otherwise provided by law, the government and general management of the city shall be vested in the council (§ 160A-67). .
3. Confer powers and duties upon mayor pursuant to law. (§ 160A-67, 1971, c. 698, s. 1.)
4. In a council-manager city, the council as a body appoints the city manager to serve at its pleasure (§ 160A-147), and as the employer of the manager, it is the body to which the manager is directly responsible and accountable.

City Manager

1. Direct and supervise the administration of all departments, offices, and agencies of the city, subject to the general direction and control of the council, except as otherwise provided by law (§ 160A-148).
2. Appoint and suspend or remove all city officers and employees not elected by the people, and whose appointment or removal is not otherwise provided for by law, except the city attorney, in accordance with such general personnel rules, regulations, policies, or ordinances as the council may adopt (§ 160A-148).
3. See that all laws of the State, the city charter, and the ordinances, resolutions, and regulations of the council are faithfully executed within the city (§ 160A-148).
4. Attend all meetings of the council and recommend any measures that he deems expedient (§ 160A-148).
5. Prepare and submit the annual budget and capital program to the council (§ 160A-148).
6. Annually submit to the council and make available to the public a complete report on the finances and administrative activities of the city as of the end of the fiscal year (§ 160A-148).
7. Make any other reports that the council may require concerning the operations of city departments, offices, and agencies subject to his direction and control (§ 160A-148).
8. Perform any other duties that may be required or authorized by the council (§ 160A-148).