

MAYOR AND ALDERMEN DUTIES



Branson is a fourth-class City, which operates under the Council/Administrator form of government. The governing body consists of six Aldermen elected from three wards and a Mayor elected at-large. The Mayor and Board of Aldermen serve two-year terms with the Aldermen terms being staggered. Elections are held each April.

The Mayor presides over the Board of Aldermen meetings with general knowledge of Robert's Rules of Order and only votes to break a tie. They communicate with the Board and City Administrator concerning City business along with attending training conferences, ceremonial activities on behalf of the City and other various engagements throughout the term of their office. They spend time meeting and answering questions of the citizens.

Aldermen are elected to serve the citizens of their Ward and often are asked to meet with their constituents. They attend all Board meetings and vote on items as they appear on the agenda and are presented by City Staff. It takes a majority of the Aldermen to pass an item and so individually, an Alderman does not have the authority to cause action on any item. The Board also attends training conferences, ceremonial activities and other engagements.

The Mayor and Board of Aldermen are expected to attend all Board meetings, which are on the 2nd and 4th Tuesday of each month at 6:00 pm, along with attending Study Sessions the week between the Regular Board meetings. Currently Study Sessions are held on Thursdays at 12:30 pm and from time to time, Special meetings may be called. Additionally, the Mayor and Aldermen serve on various City committees and these meetings usually occur at least once a month and can happen during the day or evening.

The City operates under the Council/Administrator form of government, the City Administrator serves as the Chief Executive Officer to the Mayor and Board. The Administrator is responsible for the proper administration and management of the government business, offices and employees of the City. The Mayor and Board deal with City affairs and employees through the City Administrator. Often the City Administrator schedules meetings with the Mayor and Board to discuss City matters.

In general, serving as Mayor and Alderman, includes attending various meetings, activities, researching topics, answering calls and giving personal time to carry out the duties of the office. The time needed should be part of the consideration when considering being a candidate for the office of the Mayor or Alderman. If you are interested in running for office, it should be a personal call to serve and help the citizens of the City.

SAMPLE

Forms must be filled out in person at the City Clerk's Office

DECLARATION OF CANDIDATE

STATE OF MISSOURI
County of Taney
City of Branson
To: Lisa Westfall, City Clerk

I, _____ a resident and registered voter of the County of Taney
and the State of Missouri residing at _____,
Address
_____ do announce myself
City State Zip

a candidate for the office of : (Please check one of the following)

- Mayor (2 year term) Ward I (2 year term) Ward II (2 year term) Ward III (2 year term)

of the City of Branson, Missouri of which I am a resident, to be voted for at the General Municipal Election to
be held on the 6th day of April, 2021, and I further declare that if nominated and elected to such office I will qualify.

NOTE: The information provided for candidate filing is public record.

NOTICE: Print your name **exactly** as you desire it printed on ballot.

Name: _____

Mailing Address (if different from above) _____

Telephone No. _____

AFFIDAVIT

STATE OF MISSOURI
City of Branson
County of Taney

I hereby swear (or affirm) that the information contained in the foregoing declaration of candidacy is, to
the best of my knowledge, true.

XX

Signature of Candidate

Subscribed and sworn to before me this ____ day of _____, 20__ ____ o'clock ____ m.

Random Drawing Number
(First Day of Filing Only)

XX

Election Authority Signature

(Per Branson Municipal Code: Sec. 2-181)

SAMPLE CITY OF BRANSON MAYOR AND ALDERMEN REQUIREMENTS

BRANSON MUNICIPAL CODE

SEC. 2-24. ASSUMPTION OF OFFICE; TERM; BENEFITS.

(a) The mayor and aldermen shall enter upon the discharge of the duties of their office at the next regular meeting of the board of the city following the certification of the election. They shall hold their offices for two years unless in case of vacancies and until their successors are elected and qualified.

(b) Any person who commences a new term as an alderman for the city or who is elected to the office of mayor shall be eligible to participate in the insurance plans for the city including health insurance, life insurance or dental insurance available to the city's full-time employees. These benefits are also to be provided to the spouses or dependents of the board or mayor, if the spouses or dependents choose to participate, and the city shall provide, if requested, such benefits to the board and mayor at the same costs that are charged for full-time city employees, their spouses and dependents.

(c) Participation in the city's insurance plan by any elected official shall not become effective until the official seeking participation in the plan has commenced a new term as an elected official for the city. The provision of benefits through the city's insurance plan by any elected official shall not become effective until the official seeking participation in the plan has commenced a new term as an elected official for the city.

MISSOURI STATE STATUTE

79.070. ALDERMEN, QUALIFICATIONS.

No person shall be an alderman unless he or she is at least eighteen years of age, a citizen of the United States, and an inhabitant and resident of the city for one year next preceding his or her election, and a resident, at the time he or she files and during the time he or she serves, of the ward from which he or she is elected.

79.080. MAYOR, QUALIFICATIONS.

No person shall be mayor unless he be at least twenty-five years of age, a citizen of the United States and a resident of the city at the time of and for at least one year next preceding his election.

ALL CANDIDATE, QUALIFICATIONS:

79.250. OFFICERS TO BE VOTERS AND RESIDENTS — EXCEPTIONS, APPOINTED OFFICERS.

All officers elected to offices or appointed to fill a vacancy in any elective office under the city government shall be voters under the laws and constitution of this state and the ordinances of the city except that appointed officers need not be voters of the city. No person shall be elected or appointed to any office who shall at the time be in arrears for any unpaid city taxes, or forfeiture or defalcation in office. All officers, except appointed officers, shall be residents of the city.

130.071. CANDIDATE NOT TO TAKE OFFICE OR FILE FOR SUBSEQUENT ELECTIONS UNTIL DISCLOSURE REPORTS ARE FILED.

1. If a successful candidate, or the treasurer of his candidate committee fails to file the disclosure reports which are required by this chapter, the candidate shall not take office until such reports are filed.

2. In addition to any other penalties provided by law, no person may file for any office in a subsequent election until he or the treasurer of his existing candidate committee has filed all required campaign disclosure reports for all prior elections.

SAMPLE

Notice to Candidate

Personal Financial Disclosure (PFD) (aka: Financial Interest Statement)

Part One: Candidate Information

Candidate's Name: _____ Political Subdivision: City of Branson

Office Sought: _____ Date of Election: April 6, 2021

Part Two: Filing Status (Election Official: Select Option A or B. If select Option B, complete Sections 1 & 2)

Option A. Candidate does not have to file a PFD/Financial Interest Statement because:

- The political subdivision's annual operating budget (AOB) is \$1 million or under.
- The political subdivision's AOB is over \$1 million and the subdivision has a conflict of interest ordinance on file with the MEC that does not require a candidate running for this position (office sought) to file. (NOTE: if candidate has had a business transaction with the subdivision, refer to Option B, Section 1, Item 1)
- The office sought is committeeman or committeewoman.

Option B. Candidate must file a PFD/Financial Interest Statement with the MEC because:

Section 1:

- The political subdivision has an annual operating budget (AOB) over \$1 million and has a conflict of interest ordinance on file with the MEC that specifically 1) requires a candidate running for this position (office sought) to file; **OR** 2) requires a candidate (including spouse, children, parents, or a business in which they owned a substantial interest) that has had a business transaction with the political subdivision in excess of \$500 in the preceding 12 months to file pursuant to §105.485.4(1), RSMo.
- The political subdivision has an AOB over \$1 million and the subdivision does **NOT** have a conflict of interest ordinance on file with the MEC and the candidate is required to file pursuant to §105.483-§105.492, RSMo.
- Candidate is a new Associate Circuit Judge Candidate (all other judicial candidates file with the Supreme Court).

Section 2: Candidates required to file **must be informed** of the following deadlines/penalties:

- If PFD/Financial Interest Statement is not filed by February 2, 2021 (14 days after filing closing date);
PENALTY: Candidate will be assessed a minimum of **\$10 per day late fee** for each day the report is late.
- If PFD/Financial Interest Statement is not filed by February 9, 2021 (21 days after filing closing date);
PENALTY: Candidate will be **disqualified as a candidate** and his/her name will be removed from the ballot.

NOTE: If the political subdivision has a conflict of interest ordinance on file with the MEC:

- And the above filing deadlines are not met; penalties (if any) are assessed by the political subdivision according to its ordinance.*
- Candidate must also file a copy of his or her PFD with the governing body/subdivision.*

Part Three: Acknowledgement (completed by candidate & witnessed by election official)

I, _____ hereby acknowledge that I have received:
(Print name)

(initial) **Notice to Candidate**, (written notice of candidate's obligation to file a PFD/Financial Interest Statement, including the consequences for failure to file on time); and

(initial) **Guide to Ethics Laws – A Plain English Summary**, (regarding laws governing candidates for election to office in Missouri) and I hereby acknowledge the authority of the Missouri Ethics Commission, or the political subdivision for which I am filing, in enforcing said laws.

Signature of Candidate

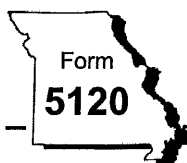
Candidate's Email Address (Optional)

Signature of Election Official (Witness)

Date

08/2017

SAMPLE



MISSOURI DEPARTMENT OF
REVENUE
 Candidate's Affidavit of Tax Payments
 and Bonding Requirements

Candidate Information	First Name		Middle Name		Last Name	
	Social Security Number			County of Residence		Telephone Number*
	Street Address*			City		State
	Elected Office Candidate is Seeking			E-mail Address		

* Please update the Department should any information change

Signature	Declaration under 115.306, RSMo : I hereby declare under penalties of perjury that I am not currently aware of any delinquency in the filing or payment of any state income taxes, personal property taxes, municipal taxes, real property taxes on the place of residence, as stated on my declaration of candidacy, or that I am not a past or present corporate officer of any fee office that owes any taxes to the state, other than those taxes which may be in dispute. I declare under penalties of perjury that I am not aware of any information that would prohibit me from fulfilling any bonding requirements for the office for which I am filing.	
	Signature	Date (MM/DD/YYYY)

Notary Information	Embosser or black ink rubber stamp seal	Subscribed and sworn before me, this		
		_____ day of _____ year		
	State	County (or City of St. Louis)	My Commission Expires (MM/DD/YYYY)	
	Notary Public Signature			____ / ____ / ____
Notary Public Name (Typed or Printed)				

Please review 115.306, RSMo. A failure to comply may disqualify you from the ballot. Upon request by the Department of Revenue, the candidate shall provide a copy of tax receipts for the candidate's personal property, municipal, and real property taxes, and any other information necessary to demonstrate compliance with 115.306, RSMo.

Form 5120 (Revised 08-2015)

Mail to: Missouri Department of Revenue
 General Counsel's Office
 P.O. Box 475
 Jefferson City, MO 65105

Phone: (573) 751-4450
TTY: (800) 735-2966
Fax: (573) 751-7151

Visit <http://dor.mo.gov/personal/candidates/>
 for additional information.

