

TOWN OF ANSTED

2017 Election

Are you interested in running for Mayor of Ansted? We've put together a guide to help make the process a little easier. In this packet you will find a timeline of events and a basic job description of each position.

To be eligible to run for Mayor, Recorder, or Council all individuals must be residents of the Town of Ansted and must be legal, eligible registered voters.

In order to run for Mayor you need to have a Recorder and five (5) Council members to run with you to make a party of seven (7) in total. However, if elected please keep in mind even though you are running with a party not all members of your party may be elected. Members of another party may end up on your council or as recorder if that individual gets the most votes. While you are required to have a party to run, on the ballot everyone is running as individuals.

TIMELINE OF EVENTS

February 21-March 6, 2017 Written petition of not less than six (6) legal voters of the Town of Ansted must be filed with the Recorder's office to call a convention for the purpose of nominating candidates to fill the offices for which the election has been called.

March 7-14, 2017 Convention(s) must be held. Any number of conventions may be held upon application. A chairman and a secretary shall be chosen by all conventions convened. Each chairman shall within 24 hours after the convention has adjourned, submit a written report to the Recorder's office showing the candidates nominated by such convention.

March 8-28, 2017 All candidates (having been nominated by convention) are required to file a Certificate of Announcement with the Recorder's office together with payment of a Five Dollar (\$5.00) filing fee.

April 3, 2017 Last day to withdraw name from ballot.

April 4, 2017 @ 9:00 a.m. The drawing by candidates for position on the ballot.

April 25, 2017 Voters eligible to vote absentee ballot can begin voting.

June 6, 2017 Election Day for the Town of Ansted

Basic Job Descriptions

- In the Town of Ansted all the corporate power shall be vested in and exercised by Council or under its authority, except as otherwise provided in the Town Charter and Ordinances.

- Council meetings will be held in regular public session at the hour of 7:30 P.M. on the first (1st) Thursday of each month. Special meetings may be called, as provided in the Town Charter.

Mayor –

- Shall be the presiding officer of the Council and a member thereof.
- Must be bonded.
- Hires and/or fires the Chief of Police.
- May delegate to his/her assistants and employees, but shall remain responsible for all official acts.

Recorder –

- Shall be ex-officio clerk of the Council and a member thereof.
- Keeper of Council meetings and all other meetings of the Town.
- Must be bonded.
- Shall have the power to collect or delegate collection of the Town's taxes and claims.
- Issue Town licenses.
- Oversee municipal elections and insure the integrity thereof.

Council –

- Shall exercise all of the legislative functions of the Town government.
- Shall make proper rules and regulations for Town government.
- May hire and/or fire all positions, with the exception of the Chief of Police.
- Responsible for major financial decisions, unless delegated to the Mayor and/or City Manager.

******* The job descriptions listed above are simply general duties each elected official is responsible for and position responsibilities are not limited to said listings above. For a full description of the duties and responsibilities of each position, you may come to Ansted Town Hall to look at the Charter and Ordinances for the Town of Ansted. *******