

Forms of Government in Oklahoma

Mayors Duties in different forms:

Aldermanic Form of Government

Title 11. Cities and Towns

Article Article IX - Aldermanic Form of Government

Section 9-104 - Mayor - Duties as President of Council

The mayor shall preside at meetings of the council, and shall certify to the correct enrollment of all ordinances and resolutions passed by it. The mayor is not considered a member of the council for quorum or voting purposes; except that he may vote on questions under consideration by the council only when the council is equally divided.

Title 11. Cities and Towns

Article Article IX - Aldermanic Form of Government

Section 9-105 - Mayor - Duties as Chief Executive Officer

The mayor shall be chief executive officer of the administrative branch of the government of the city. The mayor shall be recognized as the head of the city government for all ceremonial purposes and by the Governor for purposes of military law. The mayor shall:

1. appoint, subject to confirmation by the city council, a city attorney and all heads or directors of administrative departments including members of boards and commissions and shall appoint all other administrative officers and employees of the city; and
2. sign the commissions and appointments of all officers, elected or appointed; and
3. remove or suspend city officers or employees against whom charges of incompetency, neglect, or violation of duty are made, until such time as the council shall take action on the charges; and 4. supervise and control all administrative departments, agencies, officers, and employees, act promptly on a charge of neglect or violation of duty of any officer or employee, and require any officer to account for and report to the council in writing on any subject pertaining to the duties, powers, or functions of the officer when the mayor deems necessary; and
5. prepare a budget annually and submit it to the council. The mayor shall be responsible for the administration of the budget after it goes into effect; and
6. keep the council advised of the financial condition and future needs of the city. The mayor shall submit to the council a report after the end of the

fiscal year on the finances and administrative activities of the city for the preceding year; and

7. make recommendations to the council of measures for the well-being of the city; and

8. enforce the city ordinances; and

9. grant pardons for violation of city ordinances, including the remission of fines and costs, subject to the approval of the council. Said approval may only be given at a meeting of the council after the reasons and order of remission or pardon have been entered on the journal; and

10. have such other powers, duties, and functions as may be prescribed by law or by ordinance.

Title 11. Cities and Towns

Article Article IX - Aldermanic Form of Government

Section 9-106 - Mayor - Signing Ordinances - Veto Power

The mayor may sign or veto any city ordinance or resolution passed by the city council. Any ordinance or resolution vetoed by the mayor may be passed over his veto by a vote of two-thirds (2/3) of all the members of the council. If the mayor neglects or refuses to sign any ordinance or return it with his objections in writing at the next regular meeting of the council, the ordinance shall become law without his signature.

Council-Manager Form of Government

Title 11. Cities and Towns

Article Article X - Council-Manager Form of City Government

Section 10-105 - Duties of Mayor and Vice-Mayor

The mayor shall preside at meetings of the council, and shall certify to the correct enrollment of all ordinances and resolutions passed by it. He shall be recognized as head of the city government for all ceremonial purposes and by the Governor for purposes of military law. He shall have no regular administrative duties except that he shall sign all conveyances and other written obligations of the city as the council may require. The vice-mayor shall act as mayor during the absence, disability or suspension of the mayor.

Strong-Mayor-Council Form of City Government

Title 11. Cities and Towns

Article Article XI - Statutory Strong-Mayor-Council Form of City Government

Section 11-105 - Mayor - Duties as President of Council - Temporary Council President

A. The mayor shall preside at meetings of the council and shall certify to the correct enrollment of all ordinances and resolutions passed by it. As councilmember at large, he shall have all the powers, rights, privileges, duties and responsibilities of a councilmember, including the right to vote on questions.

B. The council may elect any councilmember to preside as temporary president of the council whenever it deems that the mayor has a personal interest in a matter under consideration, or it deems that the mayor is not properly performing his duties as presiding officer. Such temporary president may certify to the correct enrollment of ordinances and resolutions passed while he is presiding.

Title 11. Cities and Towns

Article Article XI - Statutory Strong-Mayor-Council Form of City Government

Section 11-106 - Mayor - Duties as Chief Executive Officer

The mayor shall be chief executive officer and head of the administrative branch of the city government. He shall execute the laws and ordinances, and administer the government of the city. He shall be recognized as the head of the city government for all ceremonial purposes and by the Governor for purposes of military law. He shall:

1. Appoint, and when necessary for the good of the service, remove, demote, lay off, or suspend all heads or directors of administrative departments and all other administrative officers and employees of the city in the manner provided by law. The mayor or the council by ordinance may authorize the head of a department, office or agency to appoint and remove subordinates in such department, office or agency;
2. Supervise and control, directly or indirectly, all administrative departments, agencies, officers and employees;
3. Prepare a budget annually and submit it to the council and be responsible for the administration of the budget after it goes into effect; and recommend to the council any changes in the budget which he deems desirable;
4. Submit to the council a report after the end of the fiscal year on the finances and administrative activities of the city for the preceding year;
5. Keep the council advised of the financial condition and future needs of the city, and make such recommendations as he deems desirable;
6. Grant pardons for violations of city ordinances, including the remission of fines and costs, upon the recommendation of the municipal judge; and

7. Have such other powers, duties and functions as may be prescribed by law or by ordinance.

Title 11. Cities and Towns

Article Article XI - Statutory Strong-Mayor-Council Form of City Government

Section 11-107 - Mayor - Additional Offices or Duties

The mayor may appoint himself, or the council or other authority may elect or appoint him, to other offices and positions in the city government, subject to regulations as the council may prescribe; but he may not receive compensation for service in such other offices and positions. The council may provide that the mayor shall hold ex officio designated administrative offices subordinate to the mayor as well as other designated compatible city offices.

Town Board of Trustees Form of Government

Title 11. Cities and Towns

Article Article XII - Statutory Town Board of Trustees Form of Government

Section 12-105 - Duties of the Mayor - Acting Mayor

The mayor shall preside at meetings of the board and shall certify to the correct enrollment of all ordinances and resolutions passed by it. He shall be recognized as head of the town government for all ceremonial purposes and shall have such other powers, duties and functions as may be prescribed by law or ordinance. The mayor shall have all the powers, rights, privileges, duties and responsibilities of a trustee, including the right to vote on questions. During the absence, disability or suspension of the mayor, the board shall elect from among its members an acting mayor. When a vacancy occurs in the office of mayor, the board shall elect another mayor from among its members to serve for the duration of the unexpired term.