



**Filing Deadlines**

**Mayor, Commissioners, and Neighborhood Council Representatives**

*First date* April 20, 2017

*Last date* June 19, 2017

**Fees**

*Mayor* \$56.16

*Commissioners* \$37.44

*Neighborhood Councils* \$0

**Election Dates**

*Primary Election*

*(if election administrator determines that a primary election needs to be held)* September 12, 2017

*General Election* November 7, 2017

**Declaration for Nomination and Oath of Candidacy Forms**

Prior to running for office, a nomination form must be completed, signed in the presence of a Notary Public or an officer of the Cascade County Election Office, and returned to the Cascade County Election Office during the filing period. The forms are available at the Cascade County Election Office, and on the City of Great Falls' website at <https://greatfallsmt.net>.

**Location of Election Administrator**

Cascade County Election Office  
 325 2<sup>nd</sup> Avenue North  
 Courthouse Annex, Room 100  
 Great Falls, MT 59401  
 (406) 454-6803  
[elections@cascadecountymt.gov](mailto:elections@cascadecountymt.gov)

**City Commission-Composition**

The City Commission shall be composed of five voting members: four city commissioners and the mayor. The city commission shall be the legislative and policy-making body of the City of Great Falls.

Duties and Responsibilities

- Adopt policies and procedures and enact ordinances and resolutions as necessary for the proper execution of governmental functions and responsibilities.
- Appoint and supervise, and may remove, the city manager.
- Adopt an annual budget, levy taxes and special assessments, and may borrow money and issue bonds subject to Montana law.

- Appropriations, exclusive of bond and loan indebtedness, shall not exceed anticipated revenue.
- Adopt as necessary an administrative and personnel code and/or policies.
- Adopt procedures for contracting with private and public agencies.
- Appoint citizens to boards, councils, committees or any other body or group pursuant to state law.
- Set the salary of the city commissioners and the mayor by ordinance.

**City Commission Vacancies**

- (1) Mayor for a two-year term
- (2) City Commissioners for four-year terms
- Elections for City Commissioners and for the Mayor shall be non-partisan.
- City Commissioners and the Mayor shall be nominated and elected at large.

City Commissioners and the Mayor shall take office the first Tuesday after January 1<sup>st</sup> in the year following the election.

**The Mayor - Election of the Mayor**

The mayor shall be elected for a term of two years. The mayor shall meet all requirements and qualifications for election to the office of city commissioner. Mayoral candidates shall be qualified electors in the City of Great Falls, be at least 21 years old, be a resident of Montana for at least three years, and be a resident of Great Falls for at least two years preceding the election.

### Powers and Duties of the Mayor

- The mayor shall be recognized as the official head and representative of the City of Great Falls for the purpose of presiding at city commission meetings and the performance of ceremonial functions. These functions shall not be construed as conferring upon the mayor executive, personnel, or administrative powers or functions.
- The mayor shall serve as a member of the commission with all the rights and privileges of city commissioners. The mayor shall possess no veto over actions taken by the city commission.

### ***City Commissioners - Election***

City Commissioner candidates shall be qualified electors of the City of Great Falls, and be residents of Great Falls for at least 60 days preceding the election.

### ***Citizen Involvement***

The City Commission may establish and appoint persons to boards, councils, committees, commissions, and other bodies of an advisory or substantive nature to assist the Commission in the exercise of its duties. The City of Great Falls encourages citizens to participate in these bodies by serving as members, attending meetings, or other similar methods.

### ***Neighborhood Councils***

In 1996, the citizens of Great Falls approved an amendment to the Great Falls City Charter reinstating a neighborhood council program. In 1997, the Great Falls City Commission

adopted Ordinance 2727 providing for the establishment, organization and operation of the councils, as well as the establishment of a neighborhood liaison function known as the Neighborhood Council Coordinator that is now under the direction of the City Manager's Office.

- Purpose: The councils shall act in an advisory capacity to the City Commission, the City Manager and to other City advisory bodies, and may contribute information, opinions, advice, suggestions and recommendations to the City Commission, City Manager and other City advisory bodies on all governmental affairs and services having an effect on the area the neighborhood council represents, including, but not limited to, public finance, public works, public safety, planning and zoning, and public health and sanitation.
- Neighborhood Districts - Composition of Councils, Election: There are nine (9) neighborhood council districts within the City of Great Falls. The residents of a district shall comprise the electorate for that district. Each district shall have a council comprised of five (5) members, elected to a two (2) year term at the election held in conjunction with the City's general election. Nominees for election to a neighborhood council must be residents of their designated neighborhood district, and must be qualified electors.

### ***Open Government***

Records of the City Commission, Neighborhood Councils, and all boards, councils, committees, and commissions of the City, shall be open to

the public as provided by Montana law. All meetings of such bodies shall be publicly announced in advance and shall be open to the public as provided by Montana law.

### ***Political Signs***

- Sign Permit – Political signs are exempt from the sign permit requirement. However, signage must be in compliance with City Codes in all other respects.
- Size – Political signs may be no larger than 16 sq. feet in area and four feet in height.
- Time – Signs may be placed no earlier than 60 days prior to any election. Signs must be removed within seven consecutive days after an election.
- Where/Setbacks – Signage may be placed on private property with the owner's permission. The sign must be placed at least 12 feet from the back of the curb. Vehicular and pedestrian sight distances must be unobstructed. Signage is not allowed on public property in City boulevards, on boulevard trees, utility poles, street lights or signs, traffic poles or other public property.

### ***Oaths of Office/Swearing In Ceremony***

The City Clerk will arrange for a swearing in ceremony for the newly elected officers to take

an oath of office as set forth in the Montana Constitution prior to entering upon the duties of each office.

***Additional election/campaign information can be found at:***

Cascade County Election Administrator:

<http://www.cascadecountymt.gov/departments/elections>

Cascade County Elections Supervisor

Lynn DeRoche

325 2<sup>nd</sup> Avenue North

Courthouse Annex, Room 100

Great Falls, MT 59401

(406) 454-6803

Candidate Resources -

Montana Secretary of State:

<http://sos.mt.gov/Elections/index.asp>

Secretary of State

Linda McCulloch

State Capitol Building

1301 E. 6th Avenue

Helena, MT 59601

Phone: (406) 444-2034

Montana Commissioner of Political Practices:

<http://politicalpractices.mt.gov/default.mcp>

Commissioner of Political Practices

Jeff Mangan, Commissioner

1205 8th Ave

P.O. Box 202401

Helena, MT 59620-2401

(406) 444-2942

City of Great Falls:

<https://greatfallsmt.net/citycommission>

Lisa Kunz, City Clerk

2 Park Drive South

Civic Center, Room 204

Great Falls, MT 59401

(406) 455-8451

City of Great Falls:

<https://greatfallsmt.net/neighborhoodcouncils>

Patty Cadwell

Neighborhood Council Coordinator

2 Park Drive South

Civic Center, Room 8

Great Falls, MT 59401

(406) 455-8496