

PART I - CHARTER  
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**ARTICLE III. MAYOR AND ADMINISTRATION**

**Sec. 3-1. Mayor; office created; qualifications.**

- A. There shall be a mayor of the city, who shall be elected by the qualified electors of the city.
- B. Only qualified electors of the city who have resided within the city for at least one year at the time of their election or appointment to fill a vacancy, shall be qualified for the office of mayor.

**Sec. 3-2. Mayor to be chief executive officer; powers and duties.**

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 ceremonial purposes and by the governor for purposes of military law. He shall:

- 1. Appoint with approval of the council, and when deemed necessary for the good of the service, but without council approval, lay off, suspend, demote, or remove all directors, or heads, of administrative departments and all other administrative officers and employees of the city (except as provided by article 4); provided, that the council by ordinance or personnel rules may authorize the mayor to make designated appointments without council approval, and that the mayor may appoint his secretary (if any) without council approval;
- 2. Supervise and control, directly or indirectly, all administrative departments, agencies, officers, and employees (except as modified by article 4);
- 3. Prepare a budget annually and submit it to the council, 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 as of 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 to the council on matters of policy and other matters as may seem to him desirable; and
- 6. Have such other powers and duties as this charter prescribes, and such powers and duties consistent with this charter as the council may prescribe.

**Sec. 3-3. Vice-mayor; election; powers and duties.**

At the first meeting after the time prescribed for the beginning of the terms of newly elected councilmen, or as soon thereafter as practicable, the council shall elect from its membership a vice-mayor, who shall serve as such until the next such first meeting. The vice-mayor shall act as mayor during the absence, disability, or suspension of

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the mayor, or, if a vacancy occurs in the office of mayor, until another mayor is chosen and qualifies. If the office of vice-mayor becomes vacant, the council shall elect from its membership another vice-mayor for completion of the unexpired term.

**Sec. 3-4. Administrative departments, offices, and agencies.**

There shall be a department of finance and such other administrative departments, offices, and agencies as this charter establishes and as the council may establish.