

# **DUTIES OF THE MAYOR AND COUNCIL**

Clayton citizens are welcomed and encouraged to attend town council meetings. Attending a council meeting allows you to be informed about the issues before the Clayton Town Council.

For the Town of Clayton, elections for mayor and council members occur in the month of November in the odd-numbered years. This issue of “Clayton Council Meeting – 101” will provide an overview of the Clayton Town Council and the duties of the Mayor and Council.

The Clayton Town Council consists of six elected officials and all serve a four-year term. The following requirement must be met in order to serve as Mayor or a Council member:

- Resident of the Town of Clayton, meaning you physically reside in the Town of Clayton
- 21 years of age
- Registered voter
- Not be convicted of a felony

Mayor Jody L. McLeod is Clayton’s first Mayor to serve a four-year term and his term expires of office expires 2015. Some of the duties of the Town of Clayton Mayor are:

- Official head of the Town government
- Presides at meetings of the Council
- Chief spokesperson for the Town
- Signs contracts and agreements on behalf of the Town
- Administers oaths of office
- Votes only to break tie vote of the Council

Mayor Pro Tem Michael Grannis, Councilman Bob Satterfield, and Councilman Art Holder have terms of office expiring 2017. Councilman R.S. “Butch” Lawter Jr and Jason Thompson have terms of office expiring 2015. Some of the duties of the Clayton Town Council are:

- Establishes a tax rate
- Adopts a budget for how the Town will spend its money
- Sets policies for municipal services
- Passes ordinances to regulate behavior
- Enters into contracts and agreements
- Makes appointments to boards and committees
- Appoints Town Manager, Town Clerk and Town Attorney

When a Council member serves as the Mayor Pro Tem, it means the Council elected one of its members to perform the duties of the Mayor during the Mayor’s absence or disability. A councilman serving as the Mayor Pro Tem

**votes on all matters before the Council and shall be considered a councilman for all purposes, including the determination of a quorum.**

**The Council agenda may be viewed online at [www.townofclaytonnc.org](http://www.townofclaytonnc.org) the Friday before a scheduled meeting. If you do not have access to the Internet, please call 919.553.5002 and request a copy of the agenda.**

**If you have questions or suggestions for the next “Clayton Council Meeting – 101” article, please contact the Town Clerk.**

**We look forward to seeing you at Town Council meetings.**