

Malden, Massachusetts

Date: January 16, 2024

Paper # 25 Series of 2024

Below is a true attest copy of same:

Resolve: That is the sense of the Malden City Council that the following is a role summary for its members:

DUTIES

The Malden City Council's functions, duties and responsibilities are defined in the City Charter, City ordinance, and state law. The Council's authority includes the need to regularly vote on:

- The annual budget (appropriation order), and any expenditures of the general fund which are proposed by the Mayor;
- Changes to city ordinances and zoning;
- Appointments to city offices, boards and commissions; and
- Certain licenses and permits.

The Council has eleven members, with three Councillors At Large and eight Ward Councillors, one from each ward. Ward Councillors focus on the area that is their ward, and Councillors At Large focus on the city as a whole. The City Council President presides over meetings and agendas, appoints Council roles, and becomes acting mayor if the mayor is unable to fulfill their duties.

The Council's operations are supported by the Clerk of Committees. The Council works closely with the City Clerk, who acts as the parliamentarian, and the staff of the Clerk's office to manage the legislative process. The Council receives legal review from the City Solicitor and the Law Department. Individual Councillors use their own judgement to determine the best way to implement their roles.

Their responsibilities include:

Legislation

- Attend and participate in Council meetings, typically every Tuesday night from September-June;
- Vote on issues before the Council, including orders, ordinances, zoning changes, financial papers, appointments, licenses, resolves and other matters;
- Participate in City Council committees (including chairing committees when appointed), and act as designated Council member of certain Boards and Commissions (when appointed); and
- Research and propose policies and papers for the Council to consider.

Constituent Affairs & Community Engagement

- Respond to and raise constituent concerns, working with city staff to address them; Councillors At Large collaborate with Ward Councillors about issues related to their Ward;
- Act as a community liaison to build public awareness of city programs and services; and
- Attend, support and plan various community events.

City Leadership

- Participate in city projects, planning efforts and task forces, when applicable;
- Participate in defined review processes and community meetings for certain permits and approvals, such as site plan reviews, community preservation projects and licensing; and
- Oversee accounts assigned to them for neighborhood improvements, celebrations and development mitigation expenses.

Councillors may perform other roles, functions and duties which are in their judgement to be in the overall interest of the City of Malden.

Councillors must comply with all related laws, ethics and requirements for the role.

QUALIFICATIONS

Councillors are elected by the process outlined in the City Charter. They must be a registered voter in Malden (in their Ward if a Ward Councillor) in order to be certified to appear on the ballot. The City Council President is elected by the Council from among its members for a term of one year.

COMPENSATION

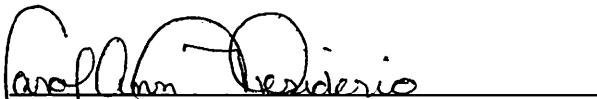
Councillors' compensation is defined in MCC 2.20.020. As of 2024, they receive a stipend of \$25,000 per year. The Council President receives an additional stipend of \$3,000 per year.

Sponsored by Carey McDonald

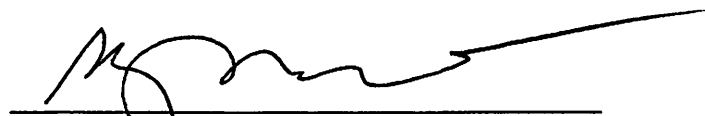
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Passed, by eleven (11) yea and zero (0) nay votes, of the City Council consisting of eleven members at their January 16, 2024 meeting.

Attest:



City Clerk Carol Ann T. Desiderio



Council President Stephen P. Winslow