

NEWLY ELECTED OFFICIAL ORIENTATION CHECKLIST



Human Resources

- New Hire Paperwork
- Benefits (if applicable)
- City's Organizational Chart

City Policies & Procedures

- City Charter
- Code of Ordinance Book
- Personnel Policy Handbook
- Travel and Training Policies
- Utility Service Policies
- Comprehensive Plan
- Procurement Policy
- Provide KEY FACTS page of relevant information about the city:
 - Number of employees
 - Number of customers
 - Services provided by the city
 - Water Utility stats
 - Listing of City Owned property

Finance

- City Budgets & Financial Reports
 - Explain what it means and how it is used in city operations
 - Budget Process
- Copy of Capital Budget and Information on projects
- Rate & Fee Schedules

Administrative

- Prepare list of city committees & boards including mission, members, contact information and meeting dates
- Provide officials with copy of city zoning map
- Provide a copy of the city's organizational chart
- Notify all affiliated government agencies of changes in your elected officials
- Update city website with new council picture & contact information
- Log in to the GMA website and update the city's profile information

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- Change stationary and purchase new name plates, name tags, business cards, and any city issued equipment for council
- Provide Ethics form filing schedules and website information and who to contact for assistance, <https://ethics.ga.gov/>

Site Visit

- Schedule a site visit for new officials to meet with each department head, tour their facilities and explain department functions to gain a better understanding of the city's operations

Parliamentary Procedures

- Council meeting protocols (e.g. seating, use of technology at meetings, meeting etiquette, Robert's Rules of Order), meeting dates, location, times, etc.
- Council members' roles regarding council subcommittees and serving on regional boards and committees
- Oath of Office information
- Council Code of Ethics

Training

- Provide information on newly elected officials training classes and registration
- Provide information on GMA's training program, <https://www.gacities.com/training-education/harold-f-holtz-municipal-training-institute>
- Register newly elected officials for the state-mandated newly elected officials training, <https://www.gacities.com/training-education/newly-elected-officials-institute>

Helpful Resources

- Handbook for Georgia Mayors & Councilmembers, (Being Updated)
- GMA Publications, <https://www.gacities.com/resources/gma-publications>
- GMA Events, <https://www.gacities.com/events/gma-calendar-of-events>
- GMA Districts & Member Service Consultants, <https://www.gacities.com/services/service-offerings> and <https://www.gacities.com/gma-cities-districts>