

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>