

NEWLY ELECTED OFFICIALS ORIENTATION

CHECKLIST

Human Resources

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

City Policies & Procedures

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

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Finance

- City's Budget & 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's zoning map
- Prepare a city contact list with cell numbers
- Notify all affiliated government agencies of the changes in your elected officials
- Update city website with new Council picture & contact information
- Complete the GMA survey and return to GMA so the changes can be made in database
- 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 info 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

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Parliamentary Procedures

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

Training

- Provide information on newly elected officials training classes and registration information
- Provide information on GMA's training program [Harold-F-Holtz-Municipal-Training-Institute.aspx](#)

Helpful Links

Provide links for helpful information on GMA's website to newly elected officials:

- New to GMA** <https://www.gacities.com/Resources/New-to-GMA.aspx>
- GMA Publications**, <https://www.gacities.com/Resources/GMA-Handbooks-Publications/GMA-Publications.aspx>
- Handbook for Georgia Mayors & Councilmembers**, <https://www.gacities.com/Resources/GMA-Handbooks-Publications/Handbook-for-Georgia-Mayors-and-Councilmembers.aspx>
- <https://www.gacities.com/New-Members.aspx>