

Town of Empire Roles & Responsibilities: Board of Trustees

Persons wishing to run for Empire municipal office must meet the following criteria:

1. U.S. citizen
2. At least 18 years of age
3. Resident of Empire at least 12 consecutive months preceding date of election
4. Registered elector
5. Maintains residence throughout term of office

All Town Official positions are volunteer and do not receive a salary. Trustees are elected to represent their constituents, make governmental policy decisions through legislative acts, provide revenues and financing for the maintenance and operation of local government services, conduct public hearings and act on various applications for governmental approvals, and generally supervise the administration of local governmental affairs in accordance with their ordinances and other policy decisions.

As an individual member of a board or commission, you may have your own view and recommendations, but you have been appointed or elected to represent the views, recommendations, and direction of the majority of the Board of Trustees. If a Board or Commission member wishes to make recommendations or express views which have not been approved by a majority of the board, they must indicate they are expressing individual opinions and are not speaking on behalf of the board or the Town. Although Board and Commission members may be selected, in part, on the basis of representing specific interest groups, each member should represent the overall public good and goals only of the Town Board, not that of an exclusive group or interest.

Specific Duties:

Set and uphold the vision for the Town of Empire through our Vision Statement, Master Plan, Municipal Code, Budget, Programs, and Projects

Attend board meetings on the third Tuesday of every month, and other meetings and workshops as scheduled

Approve Ordinances to create or amend our Municipal Code

Approve Resolutions

Approve Emergency Declarations

Attend Public Hearings

Approve Master Plan

Approve Annexations

Approve Zoning

Set Town Fees

Approve Budget

Approve Monthly Bills

Approve Procurement Contracts

Approve Single Expenditures over \$10,000.00

Liquor Licensing Authority, approve Liquor Applications

Approve Marijuana License Applications

Appointments for vacant board seats

Represent the Town of Empire in various meetings and committees

Assist in Town Events, Programs, and Projects

As an official for the Town of Empire, you will automatically be covered by the Town's liability insurance through our insurance carrier CIRSA. Town policy requires that everyone covered by our insurance, including staff, officials, and volunteers, must be willing to submit to a background check, DMV record, and random drug testing. This is necessary for anyone conducting town business or representing the town in any capacity.