



# MATRIOTS<sup>®</sup>

## KNOW BEFORE YOU GO

Congratulations on being elected! Here is your Matriots guide to your first days In office. Let the work bee-gin!



### STRUCTURE

Understand how your government works. Know your powers as an elected official versus what falls under administrative staff. Learn laws, ordinances, or policies your body can pass and enforce. Get to know your Clerk of Council and how the flow of legislation is handled.



### LOCAL INFORMATION

Find and read your charter, code, and bylaws. These documents outline your responsibilities, limitations, and procedures.



### BUDGET

Understand the Budget- where \$ comes from and how it's spent. Learn your role in approving, amending, or overseeing the budget.



### RELATIONSHIPS

Build relationships with staff and fellow officials. ask what each persons day-to-day responsibilities are and how they help keep things running. Strong relationships will make your work easier!



### LOCAL FOOTPRINTS

get to know your community more deeply. Review demographics, top concerns, and recent community surveys. Read minutes from major policy debates and ask about contracts, lawsuits, or development projects.



### GUARDRAILS

Meet with your law director. Learn meeting procedures (agendas, public comment, Roberts Rules of Order), Open Meetings laws, public record rules, and conflict of interest guidelines.



### ORGANIZATION

Set up your calendar with key dates- council/committee meetings, trainings, community events, compliance deadlines- so you don't miss important obligations



### COMMUNITY IMPACT

Plan how you'll stay connected. Consider newsletters, office hours, social media updates, or attending local events to keep communication open with residents.



### COMPLAINTS

Get to know your Inspector and how complaints are handled. Learn what complaints are for building, service, and safety.

**WHEN WOMEN LEAD, OHIO PROSPERS.**

Contact Us! [Matriotsohio.com/contact/](https://matriotsohio.com/contact/)

