

## **Voter Education Local Elections Edition:**

### **Duties of Elected Officials:**

#### **Mayor**

Mayors typically run their city or town's day-to-day administration and work with the legislative body to enact laws. They preside over council meetings, provide leadership, receive input from constituents and make business decisions

#### **City Council/Select Board**

Council members are responsible for and responsive to the citizens who elected them.

Depending on the city's charter and state laws, they may perform the following functions:

- Review and approve the annual budget
- Establish long- and short-term objectives and priorities
- Oversee performance of the local public employees
- Establish tax rates
- Enter into legal contracts
- Pass ordinances and resolutions
- Modify the city's charter
- Regulate land use through zoning laws
- Regulate business activity through licensing and regulations
- Regulate public health and safety
- Communicate policies and programs to residents
- Respond to constituent needs and complaints
- Represent the community to other levels of government

#### **School Committee**

The school committee has oversight of and responsibility for the school system, sets the direction in which the system must go, and establishes criteria to determine if its goals and policies are being met.

Duties:

- Hiring/evaluation the superintendent
- Sets the district budget
- Develop educational goals and policies
- Advocate for educators, students, and residents

### **Important Dates**

**Last day to register to vote:** October 13, 2021

**Preliminary:** September 14, 2021 7am-8pm

**Election date:** November 2, 2021 7am-8pm

### **How do I register to vote?**

To vote in Massachusetts, one must be a United States citizen, a resident of Massachusetts, and at least 18 years old on or before Election Day.

The deadline for registration is 20 days prior to the election. A voter can register online, by mail, or in person at any registration office or the Registry of Motor Vehicles. A form of identification is required to register. The following are acceptable forms of identification:

- Valid driver's license
- State-issued identification card
- Current utility bill
- Bank statement
- Paystub
- Government-issued check
- Any other government document displaying the voter's name and address

### **Who is eligible for absentee voting?**

A voter is eligible to vote absentee in an election if he or she cannot make it to the polls on Election Day for one of the following reasons:

- The voter will be absent from his or her city or town on the day of the election.
- The voter is unable to visit the polls because of a physical disability.
- The voter is unable to visit the polls because of a religious belief.
- To vote absentee, an application must be received by noon on the day before the election. The ballot must then be returned by the close of polls on Election Day.

### **Where do I go to vote?**

- All voting precincts are based on your home address
- Visit the Massachusetts Secretary of State's website to find your voting precinct:
  - <https://www.sec.state.ma.us/ele/eleidx.htm>