

TOWN COUNCIL BRIEF DESCRIPTION OF DUTIES

Indiana Town Councils serve as both the legislative and executive governing body, responsible for passing ordinances, adopting the annual budget, setting personnel policies, and managing town affairs, property, and services under [IC 36-5-2](#). They operate by majority vote to direct town development, fix compensation for officials, and appoint key personnel like town managers and police chiefs.

Key Duties and Responsibilities:

- **Legislative Actions:** Adopting ordinances, resolutions, and local laws to govern the town.
- **Fiscal Management:** Setting the annual budget, approving expenditure, and managing town finances.
- **Administrative Oversight:** Supervising town departments, adopting personnel policies, and conducting performance reviews for department heads.
- **Governance & Planning:** Setting policy, planning for land use (often via a Plan Commission), and managing town property.
- **Appointment Power:** Appointing the Town Manager, Police Chief, and other employees.

Structure and Function:

- **Composition:** Typically, 3 or 5 members elected for four-year terms.
- **Equal Standing:** While a President and Vice President are often chosen, all members have equal voting power.
- **Meetings:** Regular public meetings are held to conduct business, with decisions made by majority vote.
- **Authority:** Broad authority is granted by state law, provided it is not explicitly denied by the Indiana Constitution or state statutes.

For more detailed duties, training, conferences, and materials visit websites below:

Indiana State Board of Accounts;

<https://www.in.gov/sboa/>

Accelerate Indiana Municipalities (AIM)

<https://aimindiana.org>