

Now Accepting Applications



Applications Available for Commission Vacancy

The City Commission is currently accepting applications for a City Commission seat which will be vacated next month.

On November 14, Commissioner Mary Jolley announced her resignation effective December 18, 2012, due to her newly elected position as Justice of the Peace. Jolley has served on the Commission since 2008.

According to the City Charter, "When a Commission vacancy occurs, the City Commission, may, by majority vote of its remaining members, appoint a person, eligible to hold such office, to fill the vacancy of City Commissioner or Mayor until the next regular City election. The person elected at the next regular City election shall serve the unexpired term of the office in which the vacancy occurred."

The Commission has determined that they will be accepting applications, interviewing the top candidates individually at an open meeting and then voting on their selection. They hope to have a selection made by the end of the of December.

Per City Charter, City Commissioners are required to be residents and qualified electors of the City of Great Falls.

The appointment is for one year, as the next City election will take place in November 2013.

[Applications](#) are available online now (or in the Clerk and Manager's Offices) and are due to the City Clerk by Friday, November 30, 2012 at 5 p.m. For more information about the process or application call 455-8451.

Return completed applications to the City Clerk's Office:

Attn: Lisa Kunz, City Clerk
PO Box 5021
Great Falls, MT 59403

or they can be hand delivered to the Civic Center (2 Park Drive South) Room 204.

City Commission - Composition

The City Commission shall be composed of five voting members: four city commissioners and the mayor. The City

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Commission shall be the legislative and policy-making body of the City of Great Falls.

Duties and Responsibilities of the Commission

- Adopt policies and procedures and enact ordinances and resolutions as necessary for the proper execution of governmental functions and responsibilities.
- Appoint and supervise, and may remove, the city manager.
- Adopt an annual budget, levy taxes and special assessments, and may borrow money and issue bonds subject to Montana law.
- Appropriations, exclusive of bond and loan indebtedness, shall not exceed anticipated revenue.
- Adopt as necessary an administrative and personnel code and/or policies.
- Adopt procedures for contracting with private and public agencies.
- Appoint citizens to boards, councils, committees or any other body or group pursuant to state law.
- Set the salary of the city commissioners and the mayor by ordinance.

Open Government

All records of the City, including the City Commission and all boards, councils, committees, and commissions, shall be open to the public as provided by Montana law. All meetings of such bodies shall be publicly announced in advance and shall be open to the public as provided by Montana law.

Please note that applications submitted for the vacancy become public record and interviews conducted by the City Commission are subject to Montana's Open Meeting Laws and will be open to the public.

Term of Appointment

The term of the appointment will be through December 2013 (the next City Election) or until the next Commission is sworn in. That usually occurs the first Tuesday in January.

Minimum Qualifications

The Charter requires that City Commissioners and Mayor be residents and qualified electors of the City of Great Falls.

Schedule of Meetings

Regular Commission meetings are held the 1st and 3rd Tuesday of each month at 7 p.m. A Work Session is usually scheduled at 5:30 p.m. immediately preceding the regular meeting.

The Commission also meets the week prior to the Commission meeting to set the agenda. This typically takes place on Wednesdays at 3:30 p.m.

Other meetings may be scheduled throughout the year as needed, such as joint City-County work sessions, special meetings and budget work sessions. Meeting times may vary depending on schedules

Supporting Documents



[Commission Citizen Interest Application](#) (236 KB) (PDF)



[Commission Citizen Interest Application - Word](#) (47 KB) (MSWORD)



[Press Release - Applications Being Accepted for Commission Vacancy](#) (217 KB) (PDF)

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Web Links

[City Charter Form of Government](#)

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