

ELECTION 2023

On April 4, 2023 residents will be voting for three trustee positions and the mayor position.

Anyone interested in running for office should contact the Village and pick up an election packet.

Important Dates:

September 20th through December 19th is the circulation period

December 12th through December 19th nomination papers are due at the Village Hall.

Roles of the President/Mayor (4-year term)

The Village President is the chief executive officer of the Village and is an elected position for a term of four years. The Village President has primary accountability, in partnership with the Board of Trustees, for ensuring that all municipal, state, and federal laws and ordinances applying to the Village of Third Lake are faithfully executed. The president is the direct manager of and works closely with the Village Clerk and staff to carry out all Village business.

The day-to-day activities of the Village President fall into the following categories.

- The Village President represents the village at all times.
- Governance of the Village. The Village President presides over all Board and Committee meetings, including the preparation of agendas. Ensuring that the needed ordinances are in place and enforced is critical to the integrity and safety of the Village.
- Oversight of Village operations. This role is the link between the Village and residents for services provided to them. The Village Clerk and Deputy Clerk/Administrative Assistant tend to the detail of day-to-day operations. The Village President is responsible for management of these two roles and adherence to Village processes, procedures, and legislative requirements.
- Coordination with outside agencies. The Village of Third Lake outsources most of its public services and relies on third parties to provide those services. Coordination is required to ensure that agreements are in place and being upheld as needed. Examples are contracting with Avon township for street maintenance/repair and coordinating with the Lake County Building Department for plan review and occupancy permits.
- Oversight and management of the operating budget. Annually the President, in partnership with the Village Treasurer, leads the budgeting process, resulting in an annual Village budget that is reviewed and approved by the Board.
- Oversight and coordination with the Public Works Dept. The President is responsible for the management of the Public Works Department. In the absence of a Public Works Department, these responsibilities fall to the President or his/her designee.
- Filling the role of Village Liquor Commissioner. The President is the primary point of contact for all liquor related matters (ex: ordinances, enforcement).
- The Village President must be available for emergencies that arise in the Village outside of normal business hours. (i.e., emergency calls for JULIE locates, fire alarms of village property or security alarms for the village hall or any other emergency that needs a village representative)

Roles of Trustees (4-year term)

- Attend Board and Committee Meetings (Minimum twice a month)
- Express opinions and solutions for happenings in the Village
- Special projects at the request of President
- Vote on ordinances, budgets, and other village business
- Act as liaison with other entities
- May be asked to represent the Village in the absence of the President
- Contact person for residents in the village