

Miami-Dade County
Office of Management and Budget

Summary of Selected Powers and Responsibilities of the Mayor, the Board of County Commissioners and the Commission Auditor*
Based on the Home Rule Amendment and Charter of Miami-Dade County *(respective articles from the charter are referenced below)*

Subject Area	Mayor	Board of County Commissioners	Office of the Commission Auditor
Appointment or Selection	<p>Article 2:</p> <ul style="list-style-type: none"> The Mayor shall be elected by the qualified electors of the county at large The Mayor must have resided within Miami-Dade County for at least three years <p>Article 3:</p> <ul style="list-style-type: none"> The Mayor shall not serve more than two consecutive 4-year terms 	<p>Article 1:</p> <ul style="list-style-type: none"> Commissioners shall be elected by qualified electors of his or her district Commissioners must have resided in their districts for at least six months and within Miami-Dade County for three years <p>Article 3:</p> <ul style="list-style-type: none"> Elections for Commissioners will occur every two years on a staggered basis, with even numbered districts holding elections during one cycle and odd numbered districts two years later Beginning in 2012, no Commissioner shall serve more than two consecutive 4-year terms 	<p>Article 9:</p> <ul style="list-style-type: none"> The Commission Auditor shall be a certified public accountant and be selected by and report directly to the County Commission
General Roles and Responsibilities	<p>Article 2:</p> <ul style="list-style-type: none"> Serve as head of the County Manage all administrative departments of County government Carry out policies adopted by the Commission Mayor or designee shall execute contracts and other instruments, and sign bonds and other evidences of indebtedness Serve as the head of the County for emergency management purposes 	<p>Article 1:</p> <ul style="list-style-type: none"> Legislative and governing body of the County Carry on a central metropolitan government Provide and regulate metropolitan and municipal services and functions Establish and enforce land use, zoning, building and business regulations Levy and collect taxes and special assessments 	<p>Article 9:</p> <ul style="list-style-type: none"> Provide the Commission with independent audit, management, revenue forecasting and fiscal analyses of commission policies and County services and contracts

*This document is a summary of selected powers and responsibilities of the Mayor, the Board of County Commissioners and the Commission Auditor. It is not a comprehensive listing of all powers and responsibilities.

Subject Area	Mayor	Board of County Commissioners	Office of the Commission Auditor
General Roles and Responsibilities (continued)	<p>Article 2 (continued):</p> <ul style="list-style-type: none"> • Attend but not vote in Board meetings • Appoint and remove department heads (but see finance director appointment under Article 5) • Can veto legislation adopted by the Board within 10 days • Prepare and deliver a report on the state of county between November 1 and January 31 <p>Article 5:</p> <ul style="list-style-type: none"> • Establish, by administrative order, the departments of finance, personnel, planning, law, and such other departments as necessary • The finance director shall be appointed by the Mayor and by the Clerk of the Circuit and County Courts • Issue and effectuate administrative orders, rules and regulations <p>Article 9:</p> <ul style="list-style-type: none"> • Act as tax collector, county surveyor, county purchasing agent, county supervisor of elections, and county sheriff 	<p>Article 1 (continued):</p> <ul style="list-style-type: none"> • Establish, merge and abolish special purpose districts • Regulate franchises to operate utilities such as gas, light, power, telephone, sanitary and sewage collection and disposal • Promote the development of the County • Establish and enforce regulations pertaining to the sale of alcoholic beverages • Enter into contracts with other governmental agencies • Set minimum standards for the performance of any service or function • Investigate County affairs, finances, transactions of any department • Adopt ordinances and resolutions needed to exercise its powers • Power of eminent domain • Adopt rules of procedure; select chairperson and vice-chairperson; organize itself into committees • Change the boundaries of the commission districts from time to time <p>Article 2:</p> <ul style="list-style-type: none"> • Disapprove Mayor's appointment of department director by two thirds majority of those Commissioner then in office • Override a Mayoral veto by two thirds vote of the Commissioners present 	

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General Roles and Responsibilities (continued)		<p>Article 5:</p> <ul style="list-style-type: none"> • Establish and maintain personnel and civil service, retirement and group insurance programs • Provide for an audit by an independent CPA each fiscal year • Appoint County Attorney • Establish advisory and quasi-judicial Boards • Awards contracts <p>Article 9:</p> <ul style="list-style-type: none"> • Propose amendments to Charter • Review the Charter at least once every 5 years • Provide by ordinance for specific functions of the Commission Auditor 	
Budget Related Responsibilities	<p>Citizens' Bill of Rights:</p> <ul style="list-style-type: none"> • Show cost of each program and make public a budget summary setting forth cost of each program • Make public a quarterly report showing actual expenditures for the quarter against one quarter of the proposed expenditure as well as cumulative amounts for the year <p>Article 2:</p> <ul style="list-style-type: none"> • Has veto authority over legislation. If a revenue item is vetoed, an expenditure item in the same or greater dollar amount must also be vetoed • Prepare and deliver a budget message in March 	<p>Article 5:</p> <ul style="list-style-type: none"> • Adopt millage rates • Hold hearings on and adopt a budget on or before dates required by state law 	<p>Article 9:</p> <ul style="list-style-type: none"> • Provide Commission with independent budgetary analysis

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	Article 5: <ul style="list-style-type: none"> Propose an operating and capital budget between June 1 and July 15 for the ensuing fiscal year Present proposed budget to the Board before adoption of tentative millage rates 		
Procurement Related Responsibilities	Article 2: <ul style="list-style-type: none"> Mayor or designee shall execute contracts and other instruments 	Article 5: <ul style="list-style-type: none"> Establish minimum amount above which formal sealed bids are required, by ordinance; approve such contracts Waive competitive bidding by two thirds vote of the Commissioners present If the Mayor informs the Board of a conflict of interest, the Chairperson of the Board and not the Mayor may solicit, evaluate and award or recommend award of contracts 	Article 9: <ul style="list-style-type: none"> As it relates to contracts, provide Commission with independent audit, management, revenue forecasting and fiscal analyses