

Municipal Charters in Rhode Island



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**MUNICIPAL CHARTERS
IN
RHODE ISLAND**

[Home Rule in Rhode Island: 50 Years Later]

by

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HOME RULE IN RHODE ISLAND: 50 YEARS LATER

INTRODUCTION

Constitutional home rule had its beginning in Rhode Island in 1951 when, on June 28th of that year, the voters of the State ratified the 28th Amendment to the Rhode Island Constitution [now the 13th Amendment]. The amendment, which states in Section 1 that “It is the intention of this article to grant and confirm to the people of every city and town in this state the right of self government in all local matters,” establishes a precise procedure to be followed in implementing the intent of the amendment.

The purposes of this publication are to provide: 1) a summary of the salient features of each **Home Rule** or **Legislative** charter which has been adopted in Rhode Island, 2) an easy community-by-community reference to selected subjects found in most charters, and 3) a compilation of Rhode Island Supreme Court cases dealing with Home Rule.

In general the **Home Rule procedure** in Rhode Island requires the filing of a petition for the adoption of a charter signed by 15% percent of the qualified electors of the community and verification of the signatures on the petition to the legislative body of the city or town within 10 days. Within 60 days thereafter, the legislative body must call an election at which the electors vote on the question: “shall a commission be appointed to frame a charter?”. In the same election 9 citizens are elected on a non-partisan ballot to serve as members of the charter commission.

Under the provisions of the amendment, the charter commission has a period of one year from the date of its election to complete its work of drafting a home rule charter. At the next regular State election following the completion of drafting, the proposed charter is submitted to the electorate for approval or rejection. A majority of those voting on the question is sufficient for adoption. The charter then becomes effective on the date specified in the charter.

Status of Home Rule: In the more than 50 years since the Home Rule Amendment was approved, 7 of the state’s 8 cities and 29 of the state’s 31 towns have adopted Home Rule Charters. Two of the state’s municipalities - North Providence and Warwick - have adopted legislative charters. Only 1 community has not adopted a local charter – Scituate.

Rhode Island's municipalities operate under 4 different forms of government: 1) mayor-council, 2) council-manager, 3) administrator-council and 4) town council-town meeting. The most significant difference among these forms of government is the manner by which the chief executive is selected. The chief executive is either appointed by the city or town council or elected by the people. Under the town council-town meeting form there is no full-time chief executive. Beyond this basic distinction, differences in the municipal charters are not necessarily related to the particular form of government.

It should be noted that this publication does not attempt to include all boards, commissions and local positions that may exist in the particular city or town. Only those appointments, procedures and provisions specifically mentioned in the charter are included. Frequently, some are established by state general law, special acts or municipal ordinances. Each of these sources should be consulted for additional information on a specific city or town.

A total of 15 of Rhode Island's 39 cities and towns had charter amendment referenda on the November 4, 2008 ballot. These approved changes, where applicable, have been included in this edition. Additional selected subjects have also been added to the appendix.

Joseph E. Coduri
Office of Municipal Affairs
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BARRINGTON

Form of Government: Council-Manager

Legislative Body: Town Council

1. Elected, at large
2. 5 Members
3. Four-year terms (1996)
4. Partisan (even year)

Chief Executive: Town Manager

1. Appointed by council
2. Indefinite term of office

Council Appoints:

1. Town Manager
2. 3 Board of Canvassers
3. 5 Planning Board
4. 5 Zoning Board of Review
5. Town Solicitor
6. Probate Judge
7. 3 Commissioners of Cemeteries & Burial Grounds
8. 7 Board of Trustees of the Public Library
9. 3 Board of Assessment Review
10. Assistant Town Solicitors
11. Conservation Commission
12. Constables

Town Manager Appoints:

1. Town Clerk
2. Deputy Town Clerk
3. Finance Director
4. Director of Public Works
5. Building Inspector
6. Police Chief
7. Permanent Police Personnel
8. Fire Chief
9. Fire Department Personnel
10. Town Sergeant
11. Tax Assessor

Financial Town Meeting Elects:

1. 5 Committee on Appropriations

Elected Officials:

1. 5 Town Council
2. 5 School Committee
3. Town Moderator

Procedure for Adopting Town Budget:

1. Town manager prepares proposed budget.
2. Town manager submits proposed budget to the town council.
3. Town council may revise the budget as submitted by the town manager.
4. Town council adopts a recommended budget which it presents to the committee on appropriations.
5. Committee on appropriations reviews the budgets of the town council and the school committee. It develops a recommended consolidated town budget for presentation at a public meeting.
6. Following the preliminary public meeting, the committee on appropriations prepares a town budget which it submits to the financial town meeting.
7. Financial town meeting adopts town budget.

2000 Census: 16,819

Year Charter was Adopted: 1958

BARRINGTON (continued)

Additional Charter Provisions:

1. The finance director acts as tax collector.
2. School committee appoints superintendent of schools.
3. Chief of police appoints police constables.
4. Town solicitor, assistant town solicitor or town council appointee may serve as acting judge of probate.

BRISTOL

Form of Government: Administrator-Council

Legislative Body: Town Council

Chief Executive: Town Administrator

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Partisan (even year)

1. Elected
2. Two-year term

Council Appoints:

Town Administrator Appoints:

1. 3 Canvassing Authority
2. Town Solicitor
3. Probate Judge
4. Town Sergeant
5. 3 Board of Tax Assessment Review
6. 5 Planning Board
7. 5 Housing Authority
8. 5 Redevelopment Agency
9. 7 Conservation Commission
10. 5 Recreation Board
11. 5 Harbor Commission
12. 5 Zoning Board of Review
13. 4 Personnel Board
14. Tree Warden
15. 9 Charter Review Commission

1. Sealer of Weights & Measures
2. Town Treasurer
3. Tax Assessor
4. Police Chief
5. Police Personnel
6. Fire Chief
7. Director of Community Development
8. Building Inspector
9. Electrical Inspector
10. Minimum Housing Inspector
11. Director of Public Works
12. 1 Personnel Board
13. Plumbing Inspector
14. Drainage Inspector
15. Director of Human Services

Elected Officials:

1. Town Administrator
2. 5 Town Council
3. 7 School Committee
4. Town Clerk

Procedures for Adopting Town Budget:

1. Each department head, including town clerk, the school committee, and boards and agencies submit estimates of proposed expenditures to the town treasurer.
2. Town treasurer prepares and submits budget recommendations to the town council.
3. Town council may alter budget recommendations as submitted by town treasurer.
4. Town council holds public hearing on the proposed budget.
5. Town council may alter proposed budget and then adopt final budget.
6. A special town meeting may be called, by petition, to reconsider any item for expenditure in the operating budget or capital budget as finally approved by town council.

2000 Census: 22,469

Year Charter was Adopted: 1970

BRISTOL (continued)

Additional Charter Provisions:

1. The town administrator appoints all town officials and department heads whose appointment is not otherwise provided for in the charter.
2. The town clerk, with the approval of the town council, appoints a deputy town clerk.
3. The town council, if it deems necessary, may appoint assistant town solicitors.
4. The town treasurer is the head of the department of finance.
5. The director of community development acts as clerk to the zoning board of review. He also acts as chief professional staff assistant to the planning board, the housing authority, the redevelopment agency and the conservation commission. He also serves as executive secretary to the planning board.
6. The town administrator, if authorized by the town council, may appoint a deputy director of public works.
7. The school committee appoints the superintendent of schools.
8. The town treasurer serves as the tax collector.
9. The director of community development shall serve on the capital project committee.
10. The town treasurer or his designee shall serve on the capital project committee.

BURRILLVILLE

Form of Government: Council-Manager

Legislative Body: Town Council

Chief Executive: Town Manager

1. Elected, at large
2. 7 members
3. Four-year terms
4. Partisan (even year)

1. Appointed by council
2. Three-year term

Council Appoints:

1. Town Manager
2. Board of Canvassers and Registration
3. Probate Judge
4. Town Solicitor
5. 3 Board of Assessment Review
6. 3 Personnel Board
7. 5 Budget Board
8. 9 Planning Board
9. 5 Zoning Board of Review and 2 Auxiliary Members
10. Conservation Commission
11. Recreation Commission
12. 5 Housing Authority
13. Board of Sewer Commissioners
14. 9 Charter Review Commission

Town Manager Appoints:

1. Town Clerk*
2. Deputy Town Clerk
3. Director of Finance*
4. Town Treasurer*
5. Deputy Town Treasurer*
6. Purchasing Agent
7. Tax Assessor*
8. Tax Collector
9. Health Officer
10. Zoning Officer
11. Minimum Housing Officer
12. Town Planner*
13. Building Official*
14. Director of Public Works*
15. Tree Warden
16. Director of Public Safety*
17. Police Chief*
18. Director of Emergency Management
19. Sealer of Weights and Measures
20. Director of Public Welfare*
21. Town Sergeant
22. Director of Parks and Recreation*
23. Manager of Information Systems

Elected Officials:

1. 7 Town Council
2. 7 School Committee

*With council approval

Procedures for Adopting Town Budget:

1. Budget board receives estimates of expenditures from town departments and offices.
2. Budget board holds hearing on departmental requests.
3. Budget board submits its recommendations to town manager.
4. Town manager submits budget to town council.
5. Town council must hold at least two public hearings on proposed budget.
6. Town council adopts final budget.
7. Budget as finally adopted by town council may be subject to referendum.
8. Finance director shall amend the budget to reflect election results.

2000 Census: 15,796

Year Charter was Adopted: 1988

BURRILLVILLE (continued)

Additional Charter Provisions:

1. Town solicitor, with council approval, may appoint one or more assistant town solicitors.
2. Director of finance or the town manager may serve as town treasurer.
3. Director of finance or the town manager may serve as purchasing agent.
4. Town manager may appoint director of finance or town treasurer to serve as tax collector with the approval of the town council. Town manager may also serve as tax collector.
5. School committee appoints school superintendent.
6. Town solicitor may serve as acting probate judge.
7. Town manager may serve as director of finance.
8. Director of finance serves as an ex officio member of the budget board.
9. Town manager may serve as director of public works, director of public safety or as director of public welfare. Town manager may serve as director of parks and recreation.
10. Town manager may delegate to department heads the authority to appoint subordinates within their respective departments.
11. Town solicitor may designate a person to act as temporary probate judge.
12. Director of public safety shall appoint all police officers below the rank of chief upon the recommendation of the chief and the personnel board.

CENTRAL FALLS

Form of Government: Mayor-Council

Legislative Body: City Council

Chief Executive: Mayor

1. Elected, 1 from each of 5 wards
2. 5 Members
3. Four-year terms (commencing 2009)
4. Nonpartisan (odd year)

1. Elected
2. Four-year term (commencing 2009)

Council Appoints:

1. Probate Judge

Mayor Appoints:

1. Director of Finance*
2. City Clerk*
3. City Solicitor*
4. Director of Planning*
5. Director of Public Works*
6. Director of Human Resources*
7. Director of Public Safety**
8. 3 Purchasing Board*
9. 3 Personnel Board*
10. 3 Board of Appeals*
11. 3 Board of Canvassers & Registration*
12. 3 Trustees of Public Libraries*
13. 3 Board of Recreation*
14. 3 Board of Retirement*
15. Tax Assessor*
16. 5 Zoning Board of Review*
17. 5 Planning Board*
18. Director of Community Services*
19. Director of Recreation*
20. Detention Facility Board*

Elected Officials:

1. Mayor
2. 5 City Council
3. 5 School Committee

*With approval of council

**Mayor must serve as

Procedure for Adopting City Budget:

1. Finance director compiles budget information for mayor.
2. Mayor prepares and submits budget to city council.
3. City council adopts budget.

2000 Census: 18,928

Year Charter was Adopted: 1952

CENTRAL FALLS (continued)

Additional Charter Provisions:

1. City clerk serves as purchasing agent.
2. Personnel board appoints the police chief, the fire chief and all other police and fire personnel.
3. Director of finance is ex officio city treasurer and tax collector.
4. The mayor, the director of finance, and the purchasing agent are ex officio members of the purchasing board.
5. A council member, appointed by the mayor, serves as an ex officio member of the board of recreation.
6. The city solicitor or assistant city solicitor shall perform the duties of the probate judge if absent.

CHARLESTOWN

Form of Government: Administrator-Council

Legislative Body: Town Council

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Partisan (even year)

Chief Executive: Town Administrator

1. Appointed by council
2. Indefinite term of office

Council Appoints:

1. Town Administrator
2. Constables
3. Board of Canvassers
4. Town Clerk*
5. Deputy Town Clerk*
6. Town Treasurer*
7. Tax Collector*
8. Tax Assessor*
9. 3 Commission of Tax Assessment Review
10. 5 Budget Commission
11. Director of Public Works*
12. Building Inspector*
13. Town Solicitor
14. Assistant Town Solicitors
15. Probate Judge
16. Director of Public Assistance*
17. Director of Public Health*
18. 7 Senior Citizens Commission
19. Zoning Board of Review
20. 7 Conservation Commission
21. Director of Parks and Recreation*
22. 5 Building Commission
23. Town Planner*

*Upon recommendation of administrator

Town Administrator Appoints:

1. Deputy Building Inspector
2. Animal Control Officer
3. Assistant Animal Control Officer*
4. Director of Emergency Management
5. Assistant Director of Public Assistance*
6. Town Sergeant
7. Custodian of Cemeteries
8. Sealer of Weights and Measures
9. Tree Warden
10. Surveyor of Lumber
11. Deputy Director of Emergency Management

*With council approval

Elected Officials:

1. 5 Town Council
2. Town Moderator
3. 5 Planning Commission
4. 5 School Committee

Procedures for Adopting Town budget:

1. Departments, officers, commissions and agencies submit budget requests to town administrator.
2. Town administrator submits budget estimates to the budget commission.
3. Budget commission holds meetings on recommended annual budget.
4. Budget commission submits recommended budget to town council.
5. Town council may revise budget and adopts tentative budget for presentation at financial referendum town meeting.
6. Budget public hearing is held and warrant items submitted.
7. After the budget public hearing, the council makes final revisions to the budget for placement on ballot for all-day referendum.
8. All-day financial referendum determines final budget.

2000 Census: 7,859

Year Charter was Adopted: 1980

CHARLESTOWN (continued)

Additional Charter Provisions:

1. Town administrator serves as acting treasurer in the absence of the town treasurer.
2. Town administrator serves as purchasing agent.
3. Department of finance shall be headed by the town administrator or a person recommended by the administrator and appointed by the town council.
4. Town administrator, the town treasurer, and one member of the town council serve as ex officio members of the budget commission.
5. Town council may appoint a town engineer on a consultant basis upon recommendation of the town administrator.
6. Town solicitor may serve as probate judge.
7. Director of public works shall serve as ex officio member of the planning commission. A member of the town council *may* also serve as an ex officio member of the commission.
8. Building inspector serves as minimum housing inspector and as fence viewer.
9. Custodian of cemeteries also serves as officer for burial of deceased armed forces personnel.
10. There shall be a police department, the head of which shall be the chief of police. The department will be composed of officers and patrolmen as shall from time to time be recommended by the chief of police, supported by the town administrator and approved by the council.
11. One (1) member of the town council, one (1) member of the school committee, and the town administrator shall serve as ex officio members of the building commission.
12. There shall be a Charlestown Emergency Management Agency (CEMA) comprised of the director of emergency management and other personnel qualified in emergency service and approved by the director.
13. Town council may appoint two (2) alternate members to the commission of tax assessment review.

COVENTRY

Form of Government: Council-Manager

Legislative Body: Town Council

Chief Executive: Town Manager

1. Elected, 1 from each 5 districts
2. 5 Members
3. Two-year terms
4. Partisan (even year)

1. Appointed by council
2. Indefinite term of office

Council Appoints:

1. Town Manager
2. 3 Board of Canvassers
3. Probate Judge
4. 3 Personnel Board
5. 5 Board of Assessment Review
6. Council of Defense
7. 9 Planning Commission
8. 5 Zoning Board of Review
9. 9 Code Review Committee
10. Auctioneers
11. Citizens Advisory Committee
12. 9 Charter Review Committee
13. 9 School Building Committee

Town Manager Appoints:

1. Town Solicitor*
2. Director of Records & Personnel**
3. Town Clerk
4. Director of Finance**
5. Town Treasurer**
6. Deputy Town Treasurer
7. Purchasing Agent**
8. Tax Assessor*
9. Tax Collector**
10. Director of Public Works**
11. Tree Warden**
12. Town Engineer**
13. Building Inspector**
14. Minimum Housing Inspector**
15. Sealer of Weights & Measures**
16. Director of Public Safety & Welfare**
17. Police Chief
18. Other Regular Permanent Police Officers & Employees
19. Coordinator of Public Welfare
20. Director of Planning & Development*
21. Parks & Recreation Commission
22. Economic Development Commission
23. Conservation Commission
24. Town Sergeant

Elected Officials:

1. 5 Town Council
2. 5 School Committee

*With approval of council
**Manager may serve as

Procedure for Adopting Town Budget:

1. Manager prepares and submits the annual budget to the town council.
2. Town council holds public hearings on the budget.
3. After the public hearings, town council may amend the budget.
4. Manager may item veto any increase in the budget proposed by the town council.
5. Town council may override the manager's veto.
6. Town council presents the budget to the financial town meeting.
7. Financial town meeting adopts the final budget.
8. Amendments to adopted budget which exceed specified levels require an all-day referendum.

2000 Census: 33,668

Year Charter was Adopted: 1972

COVENTRY (continued)

Additional Charter Provisions:

1. The town clerk appoints the deputy town clerk.
2. With the approval of the town manager, the police chief may appoint: 1) special policemen, 2) regular and special constables, 3) police volunteers, and 4) reserves.
3. The town solicitor, with the approval of the town council, may appoint 1 or more assistant town solicitors.
4. The Director of finance may serve as the town treasurer, the purchasing agent and/or the tax collector.
5. The town treasurer may serve as tax collector.
6. The town manager, the director of planning and development, and the town engineer are ex officio members of the planning commission.
7. The superintendent of schools and the town solicitor serve as ex officio members of the school building committee.
8. The town solicitor or the municipal court judge performs the duties of the judge of probate when absent,
9. The school building committee shall consist of two (2) members of the school committee, two (2) members of the council, and five (5) members who are electors of the town.
10. The town manager may appoint a citizens advisory committee.

CRANSTON

Form of Government: Mayor-Council

Legislative Body: City Council

1. Elected, 1 from each of 6 wards & 3 at large
2. 9 Members
3. Two-year terms
4. Partisan (even year)

Council Appoints:

1. City Clerk
2. 3 Board of Canvassers
3. Probate Judge
4. 3 Board of Tax Assessment Review
5. 5 Zoning Board of Review
6. 5 Building Appeals Board
7. Harbor Master
8. 3 Personnel Appeal Board
9. Sealer of Weights & Measures
10. Internal Auditor

Chief Executive: Mayor

1. Elected
2. Two-year term (four consecutive terms limit)

Mayor Appoints:

1. Director of Finance
2. Director of Personnel
3. Director of Public Works
4. Director of Parks and Recreation
5. City Solicitor
6. Police Chief
7. Police Personnel
8. Fire Chief
9. Fire Personnel
10. Traffic Engineer
11. Inspector of Buildings
12. 6 Advisory Committee on Parks and Recreation
13. 5 City Plan Commission
14. Bureau of Traffic Safety
15. 3 Board of Investment Commissioners

Elected Officials:

1. Mayor
2. 9 City Council
3. 7 School Committee

Procedure for Adopting City Budget:

1. The head of each department, agency, board, commission or office files with the director of finance an estimate of revenues and expenditures.
2. The mayor, with the cooperation of the director of finance, frames and submits to the city council an operating budget.
3. The city council holds public hearings on the budget.
4. The city council may increase or decrease any items in the budget as submitted by the mayor.
5. The mayor may disapprove of any increase in the budget made by the city council.
6. The city council, by a vote of 2/3 of all its members, may override the mayor's disapproval.

2000 Census: 79,269

Year Charter was Adopted: 1962

CRANSTON (continued)

Additional Charter Provisions:

1. The director of finance appoints 1) city treasurer, 2) purchasing agent, and 3) city assessor.
2. The city treasurer serves as tax collector.
3. The city treasurer, with the approval of the director of finance, may appoint a deputy city treasurer.
4. The city clerk appoints a clerk of committees.
5. The mayor has the power to appoint the heads of all departments, except the department of records, with the advice and consent of the city council.
6. The city plan commission appoints a planning director.
7. The city solicitor appoints assistant city solicitors.
8. The director of public works is ex officio city engineer.
9. The inspector of buildings appoints all other officers and employees of the department.
10. The director of public works appoints all other officers and employees of the department.
11. The board of contract and purchases shall consist of the director of finance, the director of public works, and five (5) private citizens appointed by different entities.
12. The director of public works and the director of finance are members of the city plan commission.
13. The school buildings committee consists of two (2) members of the city council, two (2) members of the school committee, the director of public works, the superintendent of schools, and a qualified elector of the city appointed by the mayor.
14. One (1) member of the city council, one (1) member of the school committee and one (1) member of the city plan commission are members of the advisory committee on parks and recreation.
15. There shall be an advisory committee on architects and engineers consisting of two city council members and the chief engineer.
16. There shall be a seven (7) member board of investment commissioners consisting of the mayor, finance director, city treasurer and the chairperson of the city council committee on budgetary matters, all ex officio, and three (3) members appointed by the mayor for three (3) year terms.
17. The municipal court judge shall sit as judge of probate in case of the absence of judge of probate.

CUMBERLAND

Form of Government: Mayor-Council

Legislative Body: Town Council

Chief Executive: Mayor

1. Elected, 1 from each 5 districts and 2 at large
2. 7 Members
3. Two-year terms
4. Partisan (even years)

1. Elected
2. Two-year term

Council Appoints:

1. Canvassing Authority
2. Constables
3. 3 Board of Assessment Review
4. 4 Planning Board
5. 5 Zoning Board of Review
6. Town Sergeant
7. Auctioneers
8. Sealer of Weights & Measures
9. Parks & Recreation Comm.
10. 7 Bd. of Library Trustees
11. 7 Economic Dev. Comm.
12. 7 Conservation Commission
13. 5 Housing Authority
14. 3 Retirement Board
15. 7 Charter Review Commission

Mayor Appoints:

1. Town Clerk*
2. Deputy Town Clerk*
3. Town Solicitor*
4. Probate Judge*
5. Finance Director*
6. Tax Assessor*
7. Director of Public Works*
8. Tree Warden*
9. Building, Plumbing and Electrical Inspectors*
10. Minimum Housing Inspector*
11. Police Chief*
12. Director of Human Services*
13. 5 Planning Board
14. Director of Rescue Service*
15. Dep. Dir. of Rescue Services
16. Director of Parks & Recreation*
17. 1 Charter Review Commission
18. Animal Control Officer*
19. Human Resources Director*

Elected Officials:

1. Mayor
2. 7 Town Council
3. 7 School Committee

*With approval of council

Procedures for Adopting Town Budget:

1. All estimates for operating and capital expenditures by departments, officials and agencies are submitted to the finance director.
2. Finance director reviews all estimates and submits recommendations to the mayor.
3. Mayor reviews recommendations of finance director and submits budget to town council.
4. Council holds public hearings on the budget.
5. Town council adopts final budget and submits it to the mayor for approval.
6. Mayor approves final budget or returns it to council with written statement of objections.
7. Town council can accept or reject the mayor's objections.
8. Revised budget is submitted to mayor until budget is finally adopted. Adopted budget may be subject to a referendum.

2000 Census: 31,840

Year Charter was Adopted: 1978

CUMBERLAND (continued)

Additional Charter Provisions:

1. Town clerk and deputy town clerk are appointed for two-year terms.
2. Town solicitor is appointed for two-year term.
3. An assistant town solicitor may be appointed in the same manner and for the same term as the town solicitor.
4. Probate judge is appointed for two-year term.
5. The finance director serves as town treasurer, tax collector, and town controller.
6. Tax assessor is appointed for a two-year term.
7. The director of public works appoints a superintendent of public works.
8. All police officers, below the rank of chief, shall be appointed by the mayor upon recommendation of the police chief.
9. Police chief appoints additional special policemen.
10. The mayor may serve as director of human services.
11. School committee appoints superintendent of schools.
12. The zoning board of review serves as planning board of review.
13. The president of the town council appoints the 7 members of the historic district commission.
14. School committee appoints 1 member of the charter review commission.
15. The town council appoints two (2) alternate members to the zoning board of review.

EAST GREENWICH

Form of Government: Council-Manager

Legislative Body: Town Council

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Partisan (even year)

Chief Executive: Town Manager

1. Appointed by council
2. Indefinite term of office

Council Appoints:

1. Town Manager
2. 3 Board of Canvassers
3. 3 Board of Assessment Review
4. 7 Planning Board
5. 5 Zoning Board of Review
6. 5 Personnel Board
7. Town Solicitor

Town Manager Appoints:

1. Town Clerk*
2. Director of Finance*
3. Tax Assessor*
4. Director of Public Works*
5. Police Chief*
6. Permanent Police Officers*
7. Constables & Reserve Officers*

*With approval of council

Elected Officials:

1. 5 Town Council
2. 7 School Committee
3. Town Moderator

Procedures for Adopting Town Budget:

1. Manager prepares and submits the proposed budget to the town council.
2. Town council holds public hearing on the recommended budget.
3. Town council may revise the budget as submitted by manager.
4. Electors may petition the town council to make changes in the proposed budget.
5. Town council adopts recommended budget for presentation to the financial town meeting.
6. If petition is rejected by town council it may be renewed at financial town meeting.
7. Financial town meeting adopts budget.

2000 Census: 12,948

Year Charter was Adopted: 1972

EAST GREENWICH (continued)

Additional Charter Provisions:

1. The finance director may serve as town treasurer, tax collector or tax assessor.
2. The tax collector may serve as town treasurer.
3. The public works director supervises the performance of the building inspector, the minimum housing inspector, the tree warden, the fence viewer, the sealer of weights and measures, the inspector of wells and the inspector of sidewalks.
4. The school committee appoints the superintendent of schools.
5. The town council may provide for the appointment of assistant town solicitors.
6. The town council appoints one (1) alternate member to the planning board.

EAST PROVIDENCE

Form of Government: Council-Manager

Legislative Body: City Council

1. Elected, 1 from each 4 wards and 1 at large
2. 5 Members
3. Two-year terms
4. Nonpartisan (even year)

Chief Executive: City Manager

1. Appointed by council
2. Indefinite term of office

Council Appoints:

1. City Manager
2. City Solicitor
3. City Clerk
4. Probate Judge
5. 3 Board of Assessment Review
6. 3 Canvassing Authority
7. Planning Board
8. Zoning Board
9. Sinking Fund Board
10. 3 Personal Hearing Board

City Manager Appoints:

1. Director of Finance*
2. Director of Public Works
3. Police Chief
4. Fire Chief

*City Manager may serve as

Elected Officials:

1. 5 City Council
2. 5 School Committee

Procedure for Adopting City Budget:

1. City manager obtains from departments and agencies estimates of revenues and expenditures.
2. City manager submits a proposed budget and an explanatory budget message to the city council.
3. City council holds a public hearing on the proposed budget as submitted.
4. City council holds a public hearing on any proposed changes in the budget.
5. City council adopts budget.

2000 Census: 48,688

Year Charter was Adopted: 1954

EAST PROVIDENCE (continued)

Additional Charter Provisions:

1. The councilmen elect from among themselves an officer of the city who has the title of mayor. He/she is recognized as the head of the city government for all ceremonial purposes.
2. The school committee appoints the superintendent of schools.
3. The city solicitor may serve as acting judge of probate.
4. The director of finance shall appoint the controller, tax assessor, purchasing agent, and treasurer who shall head these four divisions within the department of finance.
5. There shall be a department of finance, a department of public works, a department of police, a department of fire and such other departments as may be established by ordinance.
6. At the head of each department there shall be a director, who shall be an officer of the city and shall have supervision and control of the department subject to the city manager. Two or more departments may be headed by the same individual, the manager may head one or more departments, and directors of departments may also serve as chiefs of divisions.

EXETER

Form of Government: Town Council-Town Meeting

Legislative Body: Town Council

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Partisan (even year)

Council Appoints:

1. 3 Board of Canvassers
2. Tax Collector
3. Town Solicitor
4. Building Inspector
5. Electrical Inspector
6. Plumbing Inspector
7. Minimum Housing Inspector
8. Probate Judge
9. Director of Emergency Management
10. 5 Planning Board
11. 5 Zoning Board of Review
12. 7 Conservation Commission
13. 3 Board of Tax and Assessment Review
14. 5 Personnel Board
15. Director of Public Works
16. 5-9 Charter Review Commission
17. 5 Water Resources Advisory Board
18. 7 Library Board of Trustees
19. Town Planner
20. Tax Assessor (effective 2005)

Elected Officials:

1. 5 Town Council
2. Town Moderator
3. Town Clerk
4. Town Treasurer
5. 3 Tax Assessors (terminates 2004)
6. Town Sergeant
7. Zoning Inspector
8. Director of Public Welfare

Procedure for Adopting Town Budget:

1. Department and agency heads submit estimates of revenues and expenditures to town council.
2. Town council reviews and revises estimates and prepares proposed budget.
3. Town council holds a public hearing on recommended budget.
4. Town council adopts recommended budget for presentation to the financial town meeting.
5. Financial town meeting adopts budget.

2000 Census: 6,045

Year Charter was Adopted: 1996

EXETER (continued)

Additional Charter Provisions:

1. The town clerk shall serve as the purchasing officer.
2. The town clerk may appoint a deputy town clerk with the approval of the town council.
3. The town treasurer may appoint a deputy town treasurer with the approval of the town council.
4. The same individual may perform the duties of building, electrical, plumbing, and minimum housing inspectors if so appointed by the town council.
5. The town solicitor shall act temporarily as probate judge, but also may be appointed to serve as probate judge.
6. The town council may appoint two (2) auxiliary members to the zoning board of review.
7. The conservation commission may be created by the town council, three members of which must be selected from a list submitted by conservation organizations.
8. The town council may appoint two (2) auxiliary members to the planning board.

FOSTER

Form of Government: Town Council-Town Meeting

Legislative Body: Town Council

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Partisan (even year)

Council Appoints:

- | | |
|-----------------------------------|--|
| 1. Tax Collector | 10. Town Solicitor |
| 2. Tax Assessor | 11. Public Works Director |
| 3. Director of Human Services | 12. Police Chief |
| 4. Sealer of Weights and Measures | 13. 7 Planning Board |
| 5. Animal Control Officer | 14. 5 Zoning Board of Review |
| 6. Constables | 15. 3 Board of Canvassers & Registration |
| 7. Building & Zoning Official | 16. Charter Revision Committee |
| 8. Probate Judge | 17. 7 Conservation Commission |
| 9. Town Treasurer | 18. 5 Land Trust |
| | 19. Planning Official |

Elected Officials:

1. 5 Town Council
2. 3 School Committee
3. Town Clerk
4. Town Moderator
5. Town Sergeant
6. 3 Board of Tax Review

Procedure for Adopting Town Budget:

1. Department heads submit budget requests to the town council.
2. Town council may revise budget requests.
3. Town council holds public hearing on proposed budget.
4. Town council adopts recommended budget for presentation to financial town meeting.
5. Financial town meeting adopts final budget.

2000 Census: 4,274

Year Charter was Adopted: 1976

FOSTER (continued)

Additional Charter Provisions:

1. The town clerk appoints the deputy town clerk, with the approval of the town council.
2. The town clerk is also the director of the department of administration.
3. Animal control officer may be appointed an appraiser of dog damage by the town council.
4. Town solicitor may appoint an assistant town solicitor with the approval of the town council.
5. Zoning board of review serves as platting board of review.
6. The town treasurer appoints the deputy town treasurer, with the approval of the town council.
7. The 3-members of the Foster school committee are also members of the Foster-Glocester regional committee. The regional committee appoints the superintendent.
8. The tax collector's office shall be under the supervision of the town treasurer.
9. A member of the planning board and a member of the conservation commission serve as members of the land trust.
10. Town council appoints two (2) alternate members to zoning board of review.

GLOCESTER

Form of Government: Town Council-Town Meeting

Legislative Body: Town Council

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Partisan (even year)

Council Appoints:

- | | |
|---|--------------------------------------|
| 1. Board of Canvassers | 19. Appraisers for Dog Damage |
| 2. Probate Judge | 20. Director of Emergency Management |
| 3. Town Solicitor | 21. 7 Planning Board |
| 4. 7 School Building Committee | 22. 5 Zoning Board of Review |
| 5. Director of Finance | 23. 5 Housing Authority |
| 6. Deputy Town Treasurer | 24. Building & Zoning Inspector |
| 7. Tax Assessor | 25. Sealer of Weights & Measures |
| 8. 3 Board of Assessment Review | 26. Tree Warden |
| 9. Tax Collector | 27. Recreation Commission |
| 10. Deputy Tax Collector | 28. Director of Human Resources |
| 11. 9 Charter Study Committee | |
| 12. 5 Trustees of (7 member) Land Trust | |
| 13. 7 Budget Board | |
| 14. Director of Public Works | |
| 15. Chief of Police | |
| 16. Police Officers (permanent) | |
| 17. Police Officers (reserve) | |
| 18. Animal Control Officers | |

Elected Officials:

1. 5 Town Council
2. 6 School Committee
3. Town Clerk
4. Town Moderator
5. Town Sergeant

Procedures for Adopting Town Budget:

1. The budget board submits recommended budget to the town council.
2. Town council shall review and revise recommended budget.
3. Town council holds public hearing on recommended budget.
4. Town council adopts recommended budget for presentation to the financial town meeting.
5. Financial town meeting adopts budget.

2000 Census: 9,948

Year Charter Adopted: 1990

GLOCESTER (continued)

Additional Charter Provisions:

1. Town moderator presides at all regular and special financial town meetings.
2. Town council acts as a board of personnel review.
3. Town solicitor may temporarily serve as probate judge.
4. The school committee appoints the superintendent of schools.
5. Director of finance is an ex-officio member of the budget board (seventh member).
6. Town clerk appoints a deputy town clerk.
7. Zoning board of review serves as the platting board of review.
8. Conservation commission shall be established in accordance with state law (3 to 7 members).
9. Director of finance shall function as the town treasurer.
10. The animal control officer may also serve as an appraiser of dog damage.
11. Director of human resources is an ex-officio member of the personnel board.

HOPKINTON

Form of government: Council-Manager

Legislative Body: Town Council

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Partisan (even year)

Chief Executive: Town Manager

1. Appointed by council
2. Term not to exceed 3 years

Council Appoints:

1. Town Manager
2. 5-9 Charter Review Commission
3. Board of Canvassers
4. 3 Board of Assessment Review
5. 5 Zoning Board of Review
6. 5 Town Planning Board
7. Town Solicitor
8. Probate Judge

Town Manager Appoints:

1. Chief of Police
2. Highway Supervisor
3. Animal Control Officer
4. Treasurer/Finance Director
5. Recreation Director
6. Grant Administrator*
7. Purchasing Agent*
8. Tax Collector
9. Tax Assessor
10. Town Planner
11. Building/Zoning Official

*Manager may serve as

Elected Officials:

1. School Committee
2. Town Clerk
3. Town Moderator
4. Town Sergeant
5. Director of Public Welfare
6. District Moderators
7. District Clerks

Procedures for Adopting Town Budget:

1. Town manager prepares budget based on submissions by department heads, etc. and on recommendations of finance board.
2. Town manager submits proposed budget and finance board's recommendations to council.
3. Town council, after a public hearing, may revise, and must adopt budget for submission to financial town assembly.
4. Electors of town may present a petition of warrant items to change the submitted budget.
5. Financial town assembly determines which items are to be included in the proposed budget.
6. Town council adopts the proposed budget and all warrant items to be submitted to the financial referendum.
7. Electors voting in financial referendum determine final budget.

2000 Census: 7,836

Year Charter was Adopted: 2002

HOPKINTON (continued)

Additional Charter Provisions:

1. The town council acts as the board of license commissioners.
2. The town clerk appoints a deputy town clerk.
3. The highway supervisor supervises the performance of the duties of the tree warden, fence viewer, and sealer of weights and measures.
4. All police officers below the rank of chief of police shall be appointed by the town manager, upon the recommendation of the chief of police.
5. The town council appoints two (2) alternate members to the planning board.
6. The conservation commission may appoint an ex officio representative to the planning board.
7. The town council appoints two (2) alternate members to the zoning board of review.

JAMESTOWN

Form of Government: Administrator-Council

Legislative Body: Town Council

Chief Executive: Town Administrator

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Partisan (even year, November 2012)

1. Appointed by council
2. Indefinite term of office

Council Appoints:

Town Administrator Nominates:

1. Town Administrator
2. 3 Board of Assessment Review
3. Town Solicitor
4. Probate Judge
5. 3 Canvassing Authority
6. Planning Commission
7. 5 Zoning Board of Review
8. 7 Library Trustees
9. Town Sergeant
10. Harbor Management Commission
11. Charter Review Committee
12. Municipal Court Judge

1. Town Clerk*
2. Tax Assessor*
3. Emergency Management Director*
4. Building Official*
5. Minimum Housing Inspector*
6. Town Engineer*
7. Director of Public Works*
8. Director of Parks & Recreation*
9. Police Chief*
10. Finance Director*
11. Town Planner*

*With approval of council

Elected Officials:

1. 5 Town Council
2. 5 School Committee
3. Town Moderator

Procedures for Adopting Town Budget:

1. Town administrator obtains estimates of revenues and expenditures from the head of each office, department and agency.
2. Town administrator prepares a proposed budget and submits it to the town council.
3. Town council may revise the proposed budget.
4. Town council adopts a recommended budget for presentation to the financial town meeting.
5. Financial town meeting adopts final budget.

2000 Census: 5,622

Year Charter was Adopted: 1974

JAMESTOWN (continued)

Additional Charter Provisions:

1. With the consent of the town council, the town administrator may serve as the head of one (1) or more departments, offices or agencies or the town administrator may appoint one (1) person as the head of two (2) or more departments, offices or agencies.
2. The finance director shall act as town treasurer, town tax collector and town purchasing agent.
3. The building official may also serve as the minimum housing inspector.
4. The town clerk shall serve as probate clerk; if he is unable to serve, the deputy town clerk may serve in his stead.
5. The town council appoints three (3) alternate members to the zoning board of review.

JOHNSTON

Form of Government: Mayor-Council

Legislative Body: Town Council

1. Elected, 1 from each of 5 districts
2. 5 Members
3. Two-year terms
4. Partisan (even year)

Chief Executive: Mayor

1. Elected
2. Two-year term

Council Appoints:

1. 3 Board of Canvassers & Registration
2. Probate Judge
3. 3 Board of Assessment Review
4. Constables

Mayor Appoints:

1. Town Clerk
2. Deputy Town Clerk
3. Town Solicitor
4. Director of Finance*
5. Tax Assessor
6. Director of Public Works*
7. Chief of Police
8. Police Officers
9. Fire Chief
10. Director of Public Health
11. Director of Public Welfare
12. 3 Personnel Board
13. 7 Planning Board
14. Town Sergeant
15. Auctioneers
16. Sealer of Weights & Measures
17. Council of Defense
18. Purchasing Agent*
19. Building Inspector*
20. Plumbing Inspector*
21. Electrical Inspector*
22. Minimum Housing Inspector*
23. Tree Warden*
24. Dog Officer*
25. Fence Viewer*

Elected Officials:

1. Mayor
2. 5 Town Council
3. 5 School Committee

*Mayor may serve as

Procedure for Adopting Town Budget:

1. Mayor prepares the budget and budget message.
2. Mayor presents proposed budget to the town council.
3. Town Council holds one or more public hearings on the proposed budget.
4. Town council enacts budget.

2000 Census: 28,195

Year Charter was Adopted: 1962

JOHNSTON (continued)

Additional Charter Provisions:

1. The town council acts as the board of personnel review.
2. If necessary, the mayor may appoint an assistant town solicitor.
3. The director of finance acts as the town treasurer, the tax collector and the town auditor.
4. The chief of police may appoint additional special policemen.
5. The director of public health may serve as the school medical inspector.
6. The school committee appoints the superintendent of schools.
7. The school building commission consists of nine members - three (3) members of the town council, three (3) members of the school committee, and three (3) members of the Town planning board.
8. The superintendent of schools shall serve as an ex officio member of the school building commission.

LINCOLN

Form of Government: Administrator-Council

Legislative Body: Town Council

Chief Executive: Town Administrator

1. Elected, 1 from each of 5 districts
2. 5 Members
3. Two-year terms
4. Partisan (even year, November)

1. Elected
2. Four-year term (commencing 2011)

Council Appoints:

Town Administrator Appoints:

1. 3 Board of Canvassers & Registration
2. Probate Judge
3. Town Solicitor
4. 3 Board of Assessment Review
5. Town Sergeant
6. Auctioneers
7. Sealer of Weights & Measures
8. Parks & Recreation Commission
9. 5 Zoning Board of Review
10. 7 Planning Board
11. 5 Board of Trustees for Lincoln Library

1. Town Clerk*
2. Deputy Town Clerk*
3. Director of Finance**
4. Tax Assessor*
5. Director of Public Works**
6. Chief of Police
7. Deputy Chief of police
8. Police Officers
9. Director of Public Health
10. Director of Public Welfare
11. 3 Personnel Board*

*With approval of council
**Administrator may serve as

Elected Officials:

Financial Town Meeting Elects:

1. Town Administrator
2. 5 Town Council
3. 7 School Committee
4. 5 Board of Water Commissioners

1. Town Moderator
2. 10 Budget Board

Procedure for Adopting Town Budget:

1. Each department and agency submits requests to town administrator.
2. Town administrator prepares annual budget and submits it to the budget board.
3. The budget board shall confer with the town council and shall hold one or more public hearings.
4. Budget board prepares budget recommendations for submission to financial town meeting.
5. Financial town meeting adopts the budget.

2000 Census: 20,898

Year Charter was Adopted: 1958

LINCOLN (continued)

Additional Charter Provisions:

1. The town council acts as the board of personnel review.
2. The town council appoints constables.
3. The director of finance acts as the town treasurer, the tax collector, and the town auditor.
4. The chief of police may appoint additional special policemen.
5. The school committee appoints the superintendent of schools.
6. The town council is authorized to establish a local council of defense.
7. The director of public works acts as or appoints the tree warden, the building inspector and the fence viewer. The director also appoints the assistants of the building inspector, including the plumbing and electrical inspectors.
8. The tax assessor is appointed for a two-year term.
9. The school building commission consists of five members, two of whom shall be members of the school committee. The superintendent of schools shall serve as an ex officio member of said commission.
10. The board of water commissioners may appoint a superintendent of water works for up to five years.
11. The town moderator shall appoint a five member industrial development commission.
12. The town council appoints two (2) alternate members to the zoning board of review.

LITTLE COMPTON

Form of Government: Town Council-Town Meeting

Legislative Body: Town Council

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Partisan (even year)

Council Appoints:

- | | |
|--|---|
| 1. 3 Board of Canvassers | 17. 5 Board of Trustees for Free Public Library |
| 2. Assistant Town Moderator* | 18. 3 Auditorium/Gymnasium Committee |
| 3. Purchasing Agent | 19. Police Chief |
| 4. Business Manager | 20. Fire Chief |
| 5. Town Solicitor | 21. Director of Public Works |
| 6. Town Sergeant | 22. Tree Warden |
| 7. Probate Judge | 23. 7 Charter Review Commission |
| 8. Local Emergency Management Director** | 24. 7 Board of Trustees of Little Compton Housing Trust |
| 9. Director of Social Services | |
| 10. 9 Planning Board | |
| 11. 5 Zoning Board of Review | |
| 12. 7 Conservation Commission | * With town moderator approval |
| 13. 5 Agricultural Conservancy Trust | ** Council president may serve as |
| 14. 7 Harbor Commission | |
| 15. Harbor Master | |
| 16. Assistant Harbor Master | |

Elected Officials:

1. 5 Town Council
2. 5 School Committee
3. Town Clerk
4. Town Treasurer
5. 3 Board of Tax Assessors
6. Town Moderator

Procedures for Adopting Town Budget:

1. Budget requests shall be submitted to budget committee.
2. Budget committee prepares budget.
3. Budget committee holds a public hearing on preliminary budget.
4. Town council causes to be published summary of proposed budget.
5. Financial town meeting adopts the final budget.

2000 Census: 3,593

Year Charter was Adopted: 1994

LITTLE COMPTON (continued)

Additional Charter Provisions:

1. Town clerk appoints a deputy town clerk with the approval of the council.
2. Town treasurer also serves as town tax collector.
3. Town treasurer may appoint a deputy town treasurer with the approval of the council.
4. Town council shall serve as the board of tax assessment review.
5. Town council appoints a person or persons responsible for conducting inspections in all areas where inspections are necessary.
6. The chairpersons of the town conservation commission and the planning board or their member designees shall serve as the sixth and seventh trustees of the Little Compton agricultural conservancy trust.
7. The pension committee shall consist of seven members appointed as follows: 3 by town council; 1 council member designee; and 1 member representing policemen, firemen, and other town employees, chosen by each of the following: union representing town policemen; union representing town firefighters; and the other town employees.
8. The following are elected at the annual financial town meeting:
 - (1) 5 budget committee
 - (2) 5 beach commission
9. The recreation, conservation and open space committee consists of nine members as follows: 3 appointed by town council; and as ex officio members the chairpersons of following bodies: planning board, conservation commission, agricultural conservancy trust, beach commission, Sakonnet preservation association, and school committee or their member designees.
10. The school committee selects the superintendent of schools.
11. The director of public works holds the office of highway supervisor of the town.
12. Town council appoints three (3) alternate members to the zoning board of review.
13. Upon the appointment of a single tax assessor, the town council appoints a three (3) member tax assessment board of review.

MIDDLETOWN

Form of Government: Administrator-Council

Legislative Body: Town Council

1. Elected, at large
2. 7 Members
3. Two-year terms
4. Partisan (even year)

Chief Executive: Town Administrator

1. Appointed by council
2. Indefinite term of office

Council Appoints:

1. Town Administrator
2. 3 Canvassing Authority
3. 3 Board of Assessment Review
4. Town Solicitor
5. Probate Judge
6. 3 Personnel Board
7. 3 Personnel Review Board
8. 7 Planning Board
9. 5 Zoning Board of Review
10. Board of Trustees for Public Library
11. 9 Board of Directors for Senior Citizens' Center
12. Municipal Court Judge

Town Administrator Appoints:

1. Town Clerk*
2. Deputy Town Clerk
3. Tax Assessor*
4. Town Engineer*
5. Finance Director*
6. Deputy Finance Director
7. Building Official*
8. Police Chief*
9. Fire Chief*
10. Director of Public Works*
11. Director of Parks & Recreation*
12. Executive Director of Senior Citizens' Center*
13. Director of Planning*

*With approval of council

Elected Officials:

1. 7 Town Council
2. 5 School Committee

Procedures for Adopting Town Budget:

1. Town administrator submits town consolidated budget to town council.
2. Town council gives budget two preliminary readings.
3. Town council holds two public hearings on the budget.
4. Town council enacts final budget.

2000 Census: 17,334

Year Charter was Adopted: 1968

MIDDLETOWN (continued)

Additional Charter Provisions:

1. The finance director acts as town treasurer, tax collector, purchasing agent and human resources manager.
2. In addition to the chief of police, there shall be a deputy chief and such other subordinate officers and patrolmen.....as shall from time to time be determined by the town council.
3. In addition to the fire chief, there shall be a deputy chief and such other subordinate officers and firemen.....as shall from time to time be determined by the town council. In addition to the members of the permanent fire department, the fire chief may from time to time appoint additional special firemen.....who shall serve at the pleasure of the fire chief.
4. The school committee appoints the superintendent of schools.
5. The town administrator, town engineer, and director of public works are ex officio members of the planning board.
6. Except in the case of employees of the school department, who shall be appointed by the school committee, the head of the office, department or agency in which a vacancy exists shall make a recommendation to the appointing authority, who shall be the town administrator.
7. The town council may provide for the creation of a juvenile hearing board consisting of five (5) members and two (2) auxiliary members appointed by the town council.

NARRAGANSETT

Form of Government: Council-Manager

Legislative Body: Town Council

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Nonpartisan (even year)

Chief Executive: Town Manager

1. Appointed by council
2. Indefinite term of office

Council Appoints:

1. Town Manager
2. 3 Board of Canvassers
3. 3 Board of Assessment Review
4. 5 Planning Board
5. 5 Zoning & Platting Board of Review
6. Town Solicitor
7. Assistant Town Solicitors
8. Probate Judge
9. Town Sergeant
10. Police Surgeon
11. 5 Personnel Appeal Board
12. Conservation Commission
13. Recreation Advisory Board

Town Manager Appoints:

1. Town Clerk
2. Deputy Town Clerk
3. Finance Director
4. Tax Collector
5. Tax Assessor
6. Director of Public Works
7. Building Inspector
8. Town Engineer
9. Director of Public Safety*
10. Police Chief
11. Fire Chief
12. Animal Control Officer
13. Director of Parks & Recreation
14. Purchasing Agent
15. Director of Civil Preparedness*

*Manager may serve as

Elected Officials:

1. 5 Town Council
2. 5 School Committee

Procedure for Adopting Town Budget:

1. Town manager prepares the budget and submits it to the town council.
2. Town council holds two or more public hearings on the entire proposed budget.
3. Town council adopts final budget.

2000 Census: 16,361

Year Charter was Adopted: 1966

NARRAGANSETT (continued)

Additional Charter Provisions:

1. The town finance director may serve as tax collector, tax assessor, and purchasing agent.
2. The town manager, and/or the town manager's designee(s), are ex-officio members of the planning board.
3. The town manager appointments provided for by the charter shall be done with the advice and consent of the town council.
4. The finance director shall be the town treasurer.
5. The police chief appoints all police officers with the approval of the director of public safety.
6. The fire chief appoints all fire department personnel with the approval of the director of public safety.

NEW SHOREHAM

Form of Government: Council-Manager

Legislative Body: Town Council

Chief Executive: Town Manager

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Partisan (even year)

1. Appointed by council
2. Indefinite term of office

Council Appoints:

Town Manager Appoints:

1. Town Manager
2. Canvassing Authority
3. 3 Board of Assessment Review
4. Town Solicitor
5. Board of Sewer Commissioners
6. Harbor Master
7. Planning Board
8. 3-7 Conservation Commission
9. 5 Zoning Board of Review
10. 7 Library Board of Trustees
11. Charter Review Commission
12. 5 Police Advisory Commission
13. Public Facility Review Committee
14. Board of Water Commissioners

1. Finance Director*
2. Town Clerk*
3. Director of Public Works**
4. Police Chief*
5. Director of Civil Preparedness*
6. Police Officers*

*With council approval

**Manager may serve as

Elected Officials:

1. 5 Town Council
2. 5 School Committee
3. Town Moderator
4. Assistant Town Moderator
5. 3 Board of Tax Assessors
6. Town Sergeant
7. Director of Public Welfare
8. 5 Block Island Land Trust

Procedures for Adopting Town Budget:

1. All department heads, boards, commissions and agencies submit requests to town manager.
2. Town manager prepares and submits proposed budget to town council.
3. Town council holds at least one public hearing on proposed budget.
4. Town council may revise budget as submitted by town manager.
5. Town council adopts recommended budget.
6. Financial town meeting adopts budget.

2000 Census: 1,010

Year Charter was Adopted: 1988

NEW SHOREHAM (continued)

Additional Charter Provisions:

1. The first warden shall be the chief executive officer of the town, and the town manager shall be the chief administrative officer of the town.
2. The town council consists of a first warden, a second warden and three town councillors.
3. Finance director may serve as town treasurer and tax collector.
4. Town clerk may appoint a deputy town clerk with council approval.
5. Town council serves as the probate court.
6. Town council may appoint a probate judge or may establish a probate court separate from the town council.
7. First warden or 2nd warden sits as the wardens court.
8. The director of public works supervises the office of inspections.
9. The harbor master reports to the director of public works.
10. The first warden may serve as director of civil preparedness, if council so determines.
11. The zoning board of review serves as the platting board of review.
12. The first warden appoints the members of the historic district commission.
13. The school committee appoints the school superintendent.

NEWPORT

Form of Government: Council-Manager

Legislative Body: City Council

1. Elected, 1 from each of 3 wards & 4 at large
2. 7 Members
3. Two-year terms
4. Nonpartisan (even year)

Chief Executive: City Manager

1. Appointed by council
2. Indefinite term of office

Council Appoints:

1. City Manager
2. 3 Canvassing Authority
3. City Solicitor
4. Probate Judge
5. 3 Board of Tax Appeals
6. Planning Board
7. Board of Review
8. 5 Trust and Investment Commission
9. Municipal Court Judge

City Manager Appoints:

1. City Clerk
2. Probate Clerk

Elected Officials:

1. 7 City Council
2. 7 School Committee

Procedures for Adopting City Budget:

1. City manager prepares and submits a proposed budget to the city council.
2. City council holds a public hearing on the proposed budget.
3. Manager prepares and presents to the city council a revised budget and revenue projection.
4. City council holds a public hearing on the revised budget.
5. City council may make further revisions to the revised budget.
6. City council adopts the final budget.

2000 Census: 26,475

Year Charter was Adopted: 1952

NEWPORT (continued)

Additional Charter Provisions:

1. Except as otherwise provided by this charter, the manager shall appoint all administrative officers and heads of departments including the city clerk and probate clerk.
2. The city manager may serve as the head of any administrative department.
3. The chairman of the city council shall have the title of mayor.....and shall be recognized as the official head of the city for all ceremonial purposes.
4. The city council shall have and exercise all the powers and duties conferred by law upon license commissioners.
5. The city clerk shall be the ex-officio head of the department of public records.
6. The municipal court judge shall temporarily perform the duties of the probate judge.

NORTH KINGSTOWN

Form of Government: Council-Manager

Legislative Body: Town Council

Chief Executive: Town Manager

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Partisan (even year)

1. Appointed by council
2. Indefinite term of office

Council Appoints:

Town Manager Appoints:

1. Town Manager
2. Town Solicitor
3. 3 Board of Assessment Review
4. 5 Zoning Board of Review
5. 7 Library Trustees
6. 7 Charter Review Commission
7. 6 Planning Commission
8. Asset Management Commission

1. Town Clerk*
2. Town Treasurer**
3. Town Assessor
4. Director of Public Works**
5. Director of Public Safety**
6. Police Chief
7. Fire Chief
8. Director of Public Welfare**
9. Director of Public Recreation*
10. Health Officer
11. Building Inspector
12. Director of Water Supply**

*With approval of council
**Manager may serve as

Elected Officials:

1. 5 Town Council
2. 7 School Committee

Procedure for Adopting Town Budget:

1. Town manager submits proposed budget to town council.
2. Town council may revise budget as submitted by town manager.
3. Town council adopts a preliminary budget.
4. Town council holds two (2) public hearings on preliminary budget.
5. Electors of the town may circulate a petition requesting changes in the budget.
6. The town council adopts final budget after consideration of any petitions received.
7. Budget as finally approved by town council may be subject to a referendum.

2000 Census: 26,326

Year Charter was Adopted: 1954

NORTH KINGSTOWN (continued)

Additional Charter Provisions:

1. The town treasurer serves as director of finance.
2. The town manager, the director of public works and the town engineer are ex officio members of the town planning commission.
3. The town manager, with the approval of the town council, may exercise and perform the powers and duties of one or more administrative offices instead of appointing some other person or persons.
4. When a person other than the town manager is the director of public safety, the police chief and the fire chief are appointed by the director with the approval of the town manager.

NORTH PROVIDENCE

Form of Government: Mayor-Council

Legislative Body: Town Council

1. Elected, 2 from each of 3 districts, 1 at large
2. 7 Members
3. Four-year terms
4. Partisan (even year)

Council Appoints:

1. Town Clerk
2. Deputy Town Clerk
3. Judge of Probate
4. Town Sergeant
5. Constables
6. 2 Auctioneers
7. 3 Personnel Board
8. 3 Board of Canvassers
9. 5 Zoning and Platting Board of Review
10. 5 Board of Tax Assessment Review
11. 5 Board of Trustees of Public Libraries
12. 3 Purchasing Board

Elected Officials:

1. Mayor
2. 7 Town Council
3. 7 School Committee

Chief Executive: Mayor

1. Elected
2. Four-year term

Mayor Appoints:

1. Director of Finance
2. Tax Collector
3. Tax Assessor
4. Purchasing Agent
5. Director of Public Safety*
6. Police Chief
7. Fire Chief
8. Building & Zoning Inspector
9. Plumbing Inspector
10. Electrical Inspector
11. Minimum Housing Inspector
12. Director of Public Services
13. Director of Sanitation
14. Director of Public Works
15. Director of Recreation
16. Director of Parks
17. Town Solicitor
18. Director of Public Welfare
19. Health Coordinator
20. 7 Planning Board**
21. Municipal Court Judge**

*Mayor shall serve as

**With approval of Council

Procedure for Adopting Town Budget:

1. Mayor prepares the annual budget with assistance of director of finance.
2. Mayor submits the proposed budget and his message to town council.
3. Town council must hold at least one public hearing on the proposed budget.
4. Town council may amend budget as submitted by mayor, and returns to mayor for approval.
5. Mayor approves the budget or may veto specific items.
6. Town council may override mayor's veto by a five-sevenths vote or may adopt budget as resubmitted by mayor.

2000 Census: 32,411

Year Charter was Adopted: 1973

NORTH PROVIDENCE (continued)

Additional Charter Provisions:

1. Council shall appoint an attorney to act as its attorney and legal advisor.
2. Director of finance shall also be the town treasurer, and serve as the chief of the treasury division.
3. Mayor, in his capacity as director of public safety, appoints the following: police chief, fire chief, building and zoning inspector, plumbing inspector, electrical inspector and minimum housing inspector.
4. Mayor, in his capacity as director of public safety, appoints all police personnel below the rank of chief upon recommendation of the chief of police.
5. Inspector of buildings shall serve as chief of the division of inspections (zoning, electrical, plumbing and minimum housing).
6. Town solicitor, assistant town solicitor, or municipal court judge may be appointed by town council to serve as the acting judge of probate.
7. Mayor may appoint an assistant town solicitor if the duties so warrant.
8. Council shall appoint the advisory committee on parks and recreation which shall consist of one member of the council, one member of the school committee, and one member of the planning board upon recommendation of their respective bodies.
9. Mayor and director of finance shall serve as members of the purchasing board along with the three council appointees.
10. Mayor may appoint an associate municipal court judge to serve for a term not to exceed one year.
11. Council shall appoint two (2) alternate members to the board of tax assessment review.

NORTH SMITHFIELD

Form of Government: Administrator-Council

Legislative Body: Town Council

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Nonpartisan (even year)

Chief Executive: Town Administrator

1. Elected
2. Two-year term

Council Appoints:

1. 3 Board of Canvassers & Registration
2. Probate Judge
3. 3 Board of Assessment Review
4. 5 Planning Board
5. 5 Zoning Board of Review
6. Town Sergeant
7. Auctioneers
8. Sealer of Weights & Measures
9. 5 Housing Authority
10. Constables
11. Town Solicitor
12. 5 Sewer Commission
13. 5 Budget Committee

Town Administrator Appoints:

1. Director of Finance
2. Tax Assessor
3. Town Clerk*
4. Deputy Town Clerk*
5. Director of Public Works
6. Director of Public Safety**
7. Police Chief
8. Police Officers
9. 5 Personnel Board*
10. Director of Public Welfare**
11. 7 Conservation Commission
12. 5 Industrial Development Commission
13. Chief Building Inspector
14. Civil Defense Director

*With approval of council

**Administrator may serve as

Elected Officials:

1. Town Administrator
2. 5 Town Council
3. 5 School Committee

Procedure for Adopting Town Budget:

1. Town administrator assembles annual budget requests of all departments and agencies.
2. Town administrator submits estimates to budget committee.
3. Budget committee submits budget recommendations to town council.
4. Town council holds public hearing on budget prior to adoption.
5. Town council adopts final budget.
6. Upon a petition of at least 500 qualified electors, a special town meeting must be called to reconsider items for expenditure in either the operating or capital budget.

2000 Census: 10,618

Year Charter was Adopted: 1968

NORTH SMITHFIELD (continued)

Additional Charter Provisions:

1. In the event of a special town meeting, the town council president acts as moderator.
2. The town council acts as the board of personnel review.
3. The director of finance serves as town treasurer, tax collector and town auditor.
4. The head of the inspection division within the office of public safety serves as the fence viewer, the zoning inspector and the minimum housing inspector.
5. The police chief may appoint additional special policemen.
6. The school committee appoints the superintendent of schools.
7. A fire department may be created. It would be headed by a fire chief appointed by the town administrator.
8. The school committee shall appoint a school department solicitor.
9. There shall be two (2) auxiliary members of the zoning board of review appointed by the town council.
10. The town council appoints two (2) alternate members to the planning board.

PAWTUCKET

Form of Government: Mayor-Council

Legislative Body: City Council

1. Elected, 1 from each of 6 districts & 3 at large
2. 9 Members
3. Two-year terms
4. Partisan (even year)

Chief Executive: Mayor

1. Elected
2. Two-year term

Council Appoints:

1. Probate Judge
2. Constables
3. 4 Advisory Commission on Ethics**
4. Municipal Court Judge
5. 1 Water Supply Board

**With approval of mayor

Mayor Appoints:

1. 3 Purchasing Board*
2. 5 Personnel Board*
3. 5 Board of Appeals*
4. 3 Advisory Commission on Ethics*
5. 3 Board of Canvassers & Registration*
6. 7 Trustees of Public Libraries*
7. 5 City Planning Commission*
8. City Clerk
9. City Solicitor*
10. City Engineer
11. Director of Public Health
12. Director of Finance
13. Director of Public Works
14. Director of Public Safety
15. Director of Human Services
16. Purchasing Agent
17. 4 Water Supply Board*
18. Personnel Director
19. 5 Housing Authority*
20. Director of Planning & Dev.
21. 5 Redevelopment Agency*
22. 9 Charter Review Commission*

*With approval of council

Elected Officials:

1. Mayor
2. 9 City Council
3. 7 School Committee

Procedures for Adopting City Budget:

1. Mayor prepares annual budget.
2. Mayor submits annual budget to city council.
3. City council must hold at least one public hearing on proposed budget.
4. City council may revise budget as submitted by mayor.
5. City council must hold public hearing on any budget revisions.
6. City council adopts final budget.

2000 Census: 72,958

Year Charter was Adopted: 1952

PAWTUCKET (continued)

Additional Charter Provisions:

1. The purchasing board shall consist of the mayor, the director of finance, ex officio, one member of the city council and 3 public members.
2. The board of appeals acts as the zoning board of review, the board of tax review, and as a board of license review.
3. The municipal court judge appoints an associate judge who also acts as clerk of the municipal court.
4. The finance director is an ex officio member of the water supply board.
5. The purchasing director shall be executive secretary of the purchasing board.
6. The finance director is ex officio the city treasurer and the tax collector.
7. The mayor appoints all department heads.
8. The mayor, with the approval of the city council, appoints all independent boards and commissions.
9. Chief of Police appoints special policemen.
10. Fire Chief appoints special firemen.
11. The director of planning and development shall be the executive director and chief technical advisor of the city planning commission and of the redevelopment agency.
12. The trustees of public libraries appoint the librarian.
13. The water supply board appoints a "superintendent or chief engineer."

PORTSMOUTH

Form of Government: Administrator-Council

Legislative Body: Town Council

1. Elected, at large
2. 7 Members
3. Two-year terms
4. Partisan (even year)

Chief Executive: Town Administrator

1. Appointed by council
2. Term not to exceed 3 years

Council Appoints:

1. Town Administrator
2. 3 Board of Canvassers & Registration
3. 3 Tax Assessment Board of Review
4. Town Solicitor
5. Assistant Town Solicitors
6. Probate Judge
7. Planning Board
8. Board of Review

Town Administrator Appoints:

1. Tax Assessor*
2. Building Official*
3. Police Chief*
4. Fire Chief*
5. Public Works Director*
6. Public Welfare Director**
7. Director of Parks & Recreation*
8. Finance Director*
9. Deputy Finance Director*

*With approval of council

**Administrator may serve as

Elected Officials:

1. 7 Town Council
2. 7 School Committee
3. Town Clerk

Procedures for Adopting Town Budget:

1. Administrator prepares and submits budget to town council.
2. Town council conducts hearings on the provisional budget.
3. Town council adopts final town budget by ordinance.
4. Final budget as adopted by town council may be subject to a referendum.

2000 Census: 17,149

Year Charter was Adopted: 1972

PORTSMOUTH (continued)

Additional Charter Provisions:

1. The tax assessor serves as tax collector.
2. Additional special policemen may be appointed by the town administrator upon the recommendation of the police chief and the approval of the town council.
3. The fire chief, with the approval of the town administrator and the town council, may appoint additional special firemen.
4. The school committee appoints the superintendent of schools.
5. The town council acts as the personnel board.
6. The town council may appoint the town administrator as the director of public welfare until the council provides the appointment of another person as director. The other person would be appointed by the town administrator with the approval of the town council.
7. The finance director acts as town treasurer and director of grants.
8. The president of the town council shall be recognized as head of the town government.
9. The town council appoints two (2) auxiliary members to tax assessment board of review.

PROVIDENCE

Form of Government: Mayor-Council

Legislative Body: City Council

1. Elected, 1 from each of 15 wards
2. 15 Members
3. Four-year terms
4. Partisan (even years, non-presidential)

Council Appoints:

1. 3 Board of Canvassers
2. 5 Comm. on Ward Boundaries
3. 3 Municipal Court Judges
4. Municipal Court Clerk
5. Probate Judge
6. Probate Clerk
7. City Clerk
8. City Treasurer
9. City Internal Auditor
10. 2 Retirement Board
11. 2 Board of Park Commissioners
12. 2 Recreational Advisory Board
13. 2 Members of City Council to Port Commission
14. 2 Water Supply Board
15. 2 Members of City Council to Housing Authority
16. 2 Members of City Council to Redevelopment Authority
17. 5 Charter Review Commission

Elected Officials

1. Mayor
2. 15 City Council

Chief Executive: Mayor

1. Elected
2. Four-year term

Mayor Appoints:

1. 5 Salary Review Commission*
 2. City Solicitor*
 3. Recorder of Deeds*
 4. City Sergeant*
 5. Registrar of Vital Statistics*
 6. 9 School Board*
 7. Finance Director*
 8. 5 Bd. of Tax Assessment Review*
 9. 3 Bd. of Investment Commissioners
 10. Personnel Director*
 11. Affirmative Action Officer
 12. Director of Public Works*
 13. 4 Bd. of Park Commissioners
 14. Director of Recreation*
 15. 3 Recreational Advisory Board
 16. Director of Public Property*
 17. Director of Inspection & Standards*
 18. 5 Zoning Board of Review*
 19. 5 Housing Board of Review*
 20. 5 Building Board of Review*
 21. Dir. of Planning & Urban Development*
 22. 5 City Plan Commission*
 23. 2 Retirement Board
 24. 5 Port Commission
 25. Traffic Engineer*
 26. 4 Water Supply Board
 27. 5 Board of Licenses*
 28. 13 Human Relations Commission*
 29. School Board Nominating Committee
 30. 9 Providence Housing Authority
 31. 5 Prov. Redevelopment Agency
 32. 4 Charter Review Commission
 33. Commissioner of Public Safety*
- *With council approval

Procedures for Adopting City Budget:

1. The finance director obtains revenue and expenditure estimates from each department, office and agency.
2. The mayor prepares and submits an operating budget to city council.
3. City council holds a public hearing on the budget.
4. City council may amend budget as submitted by the mayor.
5. City council adopts budget (appropriation ordinance) and submits it to the mayor.
6. Mayor approves appropriation ordinance or disapproves and vetoes the same.
7. City council may override mayor's veto by two-thirds vote or may adopt budget as resubmitted by the mayor.

2000 Census: 173,618

Year Charter was Adopted: 1980

PROVIDENCE (continued)

Additional Charter Provisions:

1. City clerk appoints the city archivist.
2. City solicitor appoints deputy city solicitor and any assistant city solicitors.
3. City sergeant serves as city messenger.
4. School board appoints superintendent of schools.
5. The finance director appoints city controller, budget officer, budget analyst, city collector and city assessor.
6. Budget officer serves as deputy finance director.
7. The mayor, finance director, city treasurer and the chairperson of the city council committee in charge of budgetary matters are ex officio members of the board of investment commissioners.
8. The city treasurer, finance director, and chairperson of the city council committee on budgetary matters are ex officio members of retirement board.
9. The public safety commissioner appoints the police chief, fire chief and director of communications.
10. The mayor is an ex officio member of the board of park commissioners.
11. The board of park commissioners appoints superintendent of parks.
12. The mayor, the city council president, the finance director, the city controller, the chairperson of city council committee over city property, the chairperson of city council committee over budgetary and financial matters, the director of public works, the public safety commissioner, the city treasurer, the director of public property, the water supply board chairperson, the school committee president, and the city assessor constitute the board of contract and supply ex officio.
13. Director of inspection and standards is the chief building inspector.
14. The mayor and the city council president serve as ex officio members of the city plan commission.
15. The port commission appoints director for the Port of Providence.
16. The director of finance serves as an ex officio member of the water supply board.
17. The water supply board appoints a chief engineer.
18. The human relations commission appoints an executive director.
19. The mayor serves as an ex officio member of the Providence redevelopment agency.

RICHMOND

Form of Government: Administrator-Council

Legislative Body: Town Council

1. Elected, at large
2. 5 Members
3. Four-year terms (commencing 2010)
4. Partisan (even year)

Chief Executive: Town Administrator

1. Appointed by council
2. Indefinite term of office

Council Appoints:

1. Town Administrator
2. Director of Public Works
3. Town Planner
4. Director of Building and Zoning
5. Director of Water Department
6. Director of Recreation
7. Police Chief
8. Police Officers
9. Director of Emergency Management
10. Conservation Commission
11. Economic Development Commission
12. Elder Affairs Commission
13. 7 Planning Board
14. Recreation Commission
15. 5 Zoning Board of Review
16. Probate Judge
17. 7 Rural Preservation Land Trust
18. Town Solicitors
19. Finance Director
20. Deputy Finance Director
21. Tax Assessor
22. 3 Board of Assessment Review
23. Tax Collector
24. 5 Board of Finance
25. 7-9 Charter Review Commission

Town Administrator Appoints:

1. 5 Building Code Board of Appeal

Elected Officials:

1. Town Moderator
2. Town Clerk
3. Town Sergeant
4. District Moderators
5. District Clerks
6. School Committee

Procedures for Adopting Town Budget:

1. Town administrator prepares draft preliminary budget and submits it to the board of finance.
2. Board of finance prepares a revised draft budget and submits to town administrator.
3. Town administrator prepares final version of proposed budget and submits to town council.
4. Town council conducts a public hearing on the proposed budget.
5. Town council prepares a budget for submission to the financial town meeting.
6. Electors may petition for changes to the submitted budget.
7. Financial town meeting adopts budget.

2000 Census: 7,222

Year Charter was Adopted: 2008

RICHMOND (continued)

Additional Charter Provisions:

1. The town clerk serves as the clerk of the board of canvassers and the probate court.
2. The town administrator acts as the purchasing agent.
3. The town council may provide by ordinance for the appointment of a town engineer and economic development director.
4. The building code board of appeal also serves as the housing board of review.
5. The town council appoints two (2) alternate members to the zoning board of review.
6. The zoning board of review also serves as the planning board of appeal.
7. The town solicitor shall have the authority to temporarily assume the duties of the probate judge if unable to serve.
8. The finance director performs the duties of the treasurer.
9. The town administrator and finance director are ex officio members of the board of finance.

SMITHFIELD

Form of Government: Council-Manager

Legislative Body: Town Council

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Partisan (even year)

Chief Executive: Town Manager

1. Appointed by council
2. Indefinite term of office

Council Appoints:

1. 3 Board of Assessment Review
2. Town Solicitor
3. Town Clerk
4. Town Moderator
5. Town Sergeant
6. 9 Planning Board
7. 5 Zoning Board of Review
8. 3 Sewer Board of Review
9. 7 Conservation Commission
10. 3 Board of Canvassers
11. Probate Judge
12. Municipal Court Judge
13. 9 Charter Review Commission
14. Asset Management Commission
15. 3 Personnel Board

Town Manager Appoints:

1. Finance Director
2. Tax Assessor
3. Fire Chief
4. Police Chief
5. Director of Public Works
6. Director of Welfare
7. Building Official

Elected Officials:

1. 5 Town Council
2. 5 School Committee

Procedures for Adopting Town Budget:

1. Town manager submits proposed budget and accompanying message to town council.
2. Town council holds public hearing on the proposed budget.
3. Town council adopts budget with or without amendment for presentation to financial town meeting.
4. Financial town meeting adopts the final budget.

2000 Census: 20,613

Year Charter was Adopted: 1992

SMITHFIELD (continued)

Additional Charter Provisions:

1. The finance director acts as town treasurer and tax collector.
2. The town council appoints all building committees.
3. The school committee appoints the superintendent of schools.
4. The town solicitor may serve as probate judge.

SOUTH KINGSTOWN

Form of Government: Council-Manager

Legislative Body: Town Council

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Partisan (even year)

Chief Executive: Town Manager

1. Appointed by council
2. Indefinite term of office

Council Appoints:

1. Town Manager
2. 3 Board of Canvassers
3. 3 Board of Assessment Review
4. Town Solicitor
5. Probate Judge
6. Town Sergeant
7. 5 Board of Recreation
8. 7 Planning Board
9. 5 Zoning Board of Review
10. 7 Historic District Commission

Town Manager Appoints:

1. Town Clerk*
2. Director of Finance
3. Tax Collector
4. Town Assessor
5. Director of Public Works
6. Chief of Police
7. Police Officers
8. Director of Public Welfare
9. Director of Utilities
10. Director of Public Safety

*With approval of council

Elected Officials:

1. 5 Town Council
2. 7 School Committee

Procedure for Adopting Town Budget:

1. Town council schedules public hearing to receive public input regarding the budget.
2. Town manager prepares the budget and budget message and submits them to the town council.
3. Town council may revise the budget as submitted by the town manager.
4. Town council adopts a preliminary budget.
5. Town council holds two public hearings on the preliminary budget.
6. Electors of the town may circulate petitions requesting changes in the budget.
7. Town council gives final approval to the budget after consideration of any petitions received.
8. Budget as finally approved by town council may be subject to a referendum.

2000 Census: 27,921

Year Charter was Adopted: 1968

SOUTH KINGSTOWN (continued)

Additional Charter Provisions:

1. The town clerk appoints the deputy town clerk.
2. The director of finance acts as town treasurer.
3. The director of public works supervises the performance of the duties of the tree warden and fence viewer.
4. The police chief may appoint additional constables or reserve police officers.
5. The police chief, with the approval of the town manager, may appoint a police surgeon.
6. A member of the town council, a member of the school committee and the director of public works are ex officio members of the recreation board.
7. The school committee appoints the superintendent of schools.
8. The town manager, the director of public works, the director of planning and the superintendent of schools are ex officio members of the planning board.
9. Whenever necessary a school building committee shall be formed consisting of seven (7) members - three (3) appointed by the school committee and four (4) by the town council.

TIVERTON

Form of Government: Administrator-Council

Legislative Body: Town Council

1. Elected, at large
2. 7 Members
3. Two-year terms
4. Nonpartisan (even year)

Chief Executive: Town Administrator

1. Appointed by council
2. Term not to exceed 3 years

Council Appoints:

1. 3 Board of Canvassers
2. Town Administrator
3. Town Solicitor
4. Municipal Court Judge
5. 5 Housing Authority
6. 3 Tree Commission
7. 9 Planning Board
8. 5 Zoning Board of Review
9. 7 Conservation Commission
10. 9 Open Space & Land Preservation Commission
11. 7 Recreation Commission
12. 5 Cemetery Commission
13. 5 Personnel Board
14. 9 Harbor & Coastal Waters Management Commission
15. Harbor Master
16. 3 Tax Assessment Board of Review
17. 5 Arts Committee
18. 7 Sewage Commission
19. 5 Historical Cemeteries Commission
20. 5 Economic Development Commission

Administrator Appoints:

1. Director of Tiverton Senior Citizens Center*
2. Director of Public Works*
3. Police Chief*
4. Police Officers*
5. Fire Chief*
6. Fire Department Personnel*
7. Emergency Management Director
8. Building Official*
9. Zoning Officer*
10. Electrical Inspector
11. Plumbing Inspector
12. Mechanical Inspector
13. Tax Collector
14. Tax Assessor*

*With approval of council

Elected Officials:

1. 7 Town Council
2. 5 School Committee
3. Town Clerk
4. Town Treasurer
5. Town Moderator
6. Town Sergeant
7. Probate Judge
8. 11 Budget Committee

Procedures for Adopting Town Budget:

1. Town administrator submits proposed budget to town council.
2. Town administrator submits proposed budget to budget committee as approved by town council.
3. Budget committee reviews proposed budget.
4. Budget committee presents proposed budget to the financial town meeting.
5. Town council holds public hearings on the proposed budget.
6. Financial town meeting adopts final budget.

2000 Census: 15,260

Year Charter was Adopted: 1994

TIVERTON (continued)

Additional Charter Provisions:

1. Town council sits as a charter monitoring and complaint review board.
2. The town solicitor may serve as acting judge of probate.
3. The zoning officer may hold both the offices of zoning officer and building inspector.
4. The zoning board of review shall serve as the platting board of review.
5. One member of the town planning board shall serve on harbor and coastal waters management commission.
6. The school committee selects the superintendent of schools.
7. A nine member charter review commission shall be elected at least every six years for a term of six months.
8. Town council appoints two (2) alternate members of the sewage commission.
9. Town clerk is the clerk of the municipal court.
10. The judge of probate shall serve as acting municipal court judge.
11. The director of public works, a member of the conservation commission, and the tree warden are ex officio members of the tree commission.

WARREN

Form of Government: Council-Manager

Legislative Body: Town Council

Chief Executive: Town Manager

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Partisan (even year)

1. Appointed by council
2. Term not to exceed 3 years

Council Appoints:

1. Town Manager
2. 5 Board of Assessment Review
3. Judge of Probate
4. Town Solicitor
5. Director of Emergency Management
6. Town Sergeant
7. Harbor Master
8. Public Assistance Agent
9. 5 Tree Commission
10. 9 Planning Board
11. 5 Zoning Board
12. 7 Conservation Commission
13. 3 Board of Canvassers and Registration
14. 5 Parks and Recreation Board
15. 7 Harbor Management Commission
16. Juvenile Hearing Board
17. 5 Housing Authority
18. Director of Recreation

Manager Appoints:

1. Treasurer/Tax Collector*
2. Tax Assessor*
3. Town Clerk*
4. Deputy Town Clerk
5. Director of Planning & Community Development*
6. Director of Public Works*
7. Tree Warden
8. Police Chief*
9. Permanent Police Officers
10. Animal Control Officer
11. Fire Chief*
12. Building Official / Zoning Officer*
13. Senior Center Director
14. Superintendent of Sewers*

*With approval of council

Elected Officials:

1. 5 Town Council
2. Town Moderator
3. 9 Charter Review Commission

Procedures for Adopting Town Budget:

1. Town manager prepares and submits proposed budget to town council.
2. Town council reviews submitted budget and adopts a preliminary budget.
3. Electors may circulate and submit petitions for budget changes to town council.
4. Town council holds two public hearings: first on the preliminary budget; second on the final budget.
5. Town council approves proposed budget for presentation to financial town meeting.
6. Financial town meeting adopts final budget.
7. Budget as finally approved by financial town meeting may be subject to a referendum.

2000 Census: 11,360

Year Charter was Adopted: 1994

WARREN (continued)

Additional Charter Provisions:

1. The town council serves as licensing board.
2. The town manager acts as the purchasing agent.
3. The treasurer/tax collector is the director of the department of finance.
4. The town solicitor may serve as judge of probate.
5. Director of public works may perform the duties of tree warden.
6. Board of fire engineers consists of the deputy chief and three (3) assistant fire chiefs appointed by the fire chief.
7. The building official/zoning officer supervises the electrical inspector and the plumbing/mechanical inspector, and also serves as the minimum housing inspector and the floodplan coordinator.
8. The building official serves on the technical review committee advising the planning board, with the remaining members to be determined by the planning board.
9. The town council appoints three persons as representatives to the Bristol County water authority.
10. Fire chief appoints the deputy fire chief and the three (3) assistant fire chiefs.
11. Town council acts as the charter monitoring and complaint review board.
12. Director of public works serves as superintendent of parks and playgrounds.

WARWICK

Form of Government: Mayor-Council

Legislative Body: City Council

1. Elected, 1 from each of 9 wards
2. 9 members
3. Two-year terms
4. Partisan (even year)

Chief Executive: Mayor

1. Elected
2. Two-year term

Council Appoints:

1. 3 Board of Canvassers and Registration
2. 7 Board of Trustees of Warwick Public Library

Mayor Appoints:

1. Director of Finance
2. City Solicitor*
3. Director of Public Works
4. 3 Board of Public Safety
5. Building Inspector
6. Director of Human Services
7. Director of Water Department
8. Director of Parks and Recreation
9. City Planner
10. 9 Planning Board
11. City Clerk*
12. Deputy City Clerk*
13. 3 Board of Assessment Review*
14. City Sergeant

Elected Officials:

1. Mayor
2. 9 City Council
3. 5 School Committee

* With approval of council

Procedures for Adopting City Budget:

1. Director of Finance obtains estimates of revenues and expenditures from each department, office and agency.
2. Mayor submits budget and budget message to city council.
3. City council holds a public hearing on the budget.
4. City council may amend budget as submitted by the mayor.
5. City council adopts a budget.
6. Mayor approves budget, but may disapprove any items changed by city council.
7. City council may override mayor's disapproval of any changed items, or may adopt budget as resubmitted by mayor.

2000 Census: 85,808

Year Charter was Adopted: 1960

WARWICK (continued)

Additional Charter Provisions:

1. Director of finance appoints city assessor, city purchasing agent and city treasurer.
2. City solicitor has authority to appoint additional assistant solicitors as needed, or engage a law firm to perform the legal services for the city.
3. Building Inspector is responsible for building, plumbing and electrical inspection, unless otherwise assigned by the mayor.
4. Board of public safety shall have all of the powers, duties and functions of the board of police commissioners and bureau of fire.
5. Mayor is authorized to appoint as many as four (4) taxpayers, added to the school committee to act jointly in the direction of school construction only.
6. School committee appoints a superintendent of schools.

WEST GREENWICH

Form of Government: Administrator-Council

Legislative Body: Town Council

Chief Executive: Town Administrator

1. Elected, at large
2. 5 Members
3. Two-year terms
4. Partisan (even year)

1. Appointed by council
2. Indefinite term of office

Council Appoints:

- | | |
|-----------------------------|-----------------------------------|
| 1. 3 Board of Canvassers | 14. Sealer of Weights & Measures* |
| 2. Town Treasurer | 15. 4 Bonded Constables* |
| 3. Town Solicitor | 16. 5 Planning Board* |
| 4. Tax Assessor | 17. 5 Zoning Board of Review* |
| 5. Probate Judge | 18. 7 Conservation Commission* |
| 6. Human Services Director | 19. 3 Board of Assessment Review* |
| 7. Town Planner | 20. 5 Juvenile Hearing Board* |
| 8. Tax Collector | 21. Police Chief |
| 9. Rescue Person* | 22. Highway Supervisor |
| 10. Animal Control Officer* | 23. 7-9 Charter Review Commission |
| 11. Corder of Wood* | 24. 1 Board of Engineers |
| 12. Tree Warden* | *Upon recommendation of |
| 13. 911 Coordinator* | town administrator |

Elected Officials:

1. 5 Town Council
2. Town Clerk
3. Town Sergeant
4. Town Moderator
5. 3 Regional District School Committee

Procedure for Adopting Town Budget:

1. Town officials, departments and agencies submit budget requests to town administrator.
2. Town administrator submits the budget recommendations to town council.
3. Budget committee may be appointed by town council to assist with recommended budget.
4. Town council holds public hearing on preliminary recommended budget.
5. Town council adopts proposed budget for presentation to the financial town meeting.
6. Financial town meeting adopts budget.

2000 Census: 5,085

Year Charter was Adopted: 1996

WEST GREENWICH (continued)

Additional Charter Provisions:

1. Town administrator acts as the purchasing agent.
2. The town clerk may employ a deputy town clerk with town council approval.
3. The town treasurer may appoint a deputy town treasurer with town council approval.
4. The town council appoints a person or persons to conduct all inspections which are required (zoning; building; electrical; plumbing; and minimum housing).
5. The town tax collector may appoint a deputy tax collector with town council approval.
6. The town council appoints two (2) alternate members to the planning board.
7. The town council appoints two (2) alternate members to the zoning board of review.
8. The town council appoints one (1) alternate member to the board of assessment review.
9. The town council shall be empowered to establish a municipal land trust.
10. The Louttit Library board of directors shall appoint the members of the Louttit Library of West Greenwich.
11. There shall be such other subordinate officers and special police officers as determined by the town council upon the recommendation of the chief of police.
12. The town volunteer fire and rescue companies shall be autonomous, and are not departments of the town.
13. Town administrator acts as the emergency management director.
14. The board of engineers is comprised of six members: the chiefs of each of the four companies; the police chief; and one member appointed by the town council.

WEST WARWICK

Form of Government: Council-Manager

Legislative Body: Town Council

1. Elected, 1 from each of the 5 wards
2. 5 Members
3. Two-year terms
4. Partisan (even year)

Chief Executive: Town Manager

1. Appointed by council
2. Indefinite term of office

Council Appoints:

1. Town Manager
2. Town Clerk
3. 3 Board of Canvassers
4. Director of Finance*
5. Tax Assessor*
6. Tax Collector*
7. 3 Board of Assessment Review
8. Director of Personnel*
9. Constables
10. Town Solicitor
11. Probate Judge
12. Police Chief*
13. Fire Chief *
14. Director of Public Works*
15. Town Planner*
16. 5 Planning Board
17. 7 Development Commission
18. Superintendent of Sewers*

Town Manager Appoints:

1. 5 Zoning Board of Review**

Council Appoints: (continued)

19. Director of Human Services*
20. Town Sergeant
21. Town Moderator
22. Fence Viewer
23. Sealer of Weights & Measures
24. Superintendent of Lights
25. Weigher of Coal
26. Safety Committee Chairperson
27. Tree Warden
28. Director of Civil Defense
29. Director of Recreation
30. 5 Pension Board
31. 5 Housing Authority
32. 9 Charter Review Commission

*Upon recommendation of town Manager

**With confirmation of council

Elected Officials:

1. 5 Town Council
2. 5 School Committee

Procedure for Adopting Town Budget:

1. All departments, officials and agencies submit estimates for expenditures to town manager.
2. Town manager prepares budget and submits it to the town council.
3. Town council must hold at least two public hearings on the budget.
4. Town council may revise the budget as submitted by town manager.
5. Town council submits recommended budget to financial town meeting.
6. Financial town meeting adopts budget.

2000 Census: 29,581

Year Charter was Adopted: 1986

WEST WARWICK (continued)

Additional Charter Provisions:

1. Tax assessor serves as an ex officio member of the board of assessment review.
2. There may be appointed a deputy town clerk.
3. Town solicitor may serve as acting judge of probate.
4. Town council may appoint assistant town solicitors.
5. In addition to the police chief, there shall be such positions as deemed appropriate, and other subordinate officers as shall from time to time be determined by the town council.
6. In addition to the fire chief, there shall be such officers and employees, and volunteer personnel as the council shall from time to time determine.
7. The director of public works appoints the heads of all divisions and offices within the department with the approval of the town manager, e.g. the division of code enforcement and inspection.
8. The town council may appoint two (2) alternate members to the zoning board of review.
9. The town council serves as the sewer commission.
10. The school committee appoints the school superintendent.
11. The town council appoints the town's members to the board of the Kent County Water Authority.
12. The planning board appoints two (2) alternate members to the planning board.

WESTERLY

Form of Government: Council-Manager

Legislative Body: Town Council

Chief Executive: Town Manager

1. Elected, at large
2. 7 Members
3. Two-year terms
4. Partisan (even year)

1. Appointed by council
2. Indefinite term of office

Council Appoints:

Town Manager Appoints:

1. Town Manager
2. 5 Board of Finance
3. 3 Board of Canvassers
4. 3 Board of Assessment Review
5. Town Solicitor
6. Assistant Town Solicitors
7. Probate Judge
8. Town Sergeant
9. Auctioneers
10. Licensing Board
11. Municipal Court Judge
12. Architectural Review Board
13. Charter Review Commission

1. Town Clerk*
2. Deputy Town Clerk*
3. Director of Finance**
4. Tax Collector
5. Tax Assessor
6. Director of Public Safety**
7. Police Chief
8. Police Personnel
9. Police Constables
10. Director of Public Works**
11. Building Inspector
12. Sealer of Weights & Measures
13. Director of Public Welfare**
14. Harbor Master
15. Deputy Harbor Master

* With approval of council

** Manager may serve as

Elected Officials:

1. 7 Town Council
2. 7 School Committee

Procedure for Adopting Town Budget:

1. Manager obtains from the head of each town office, department or agency an estimate of its proposed expenditures and anticipated revenues.
2. Manager prepares budget and submits it to the board of finance.
3. Board of finance may revise any of the proposed budget items and must conduct one (1) public hearing on the tentative budget.
4. Board of finance transmits its recommendation to the town council.
5. Town council may revise the budget, in which case no less than two (2) public hearings shall be conducted.
6. The final budget as proposed by the town council may be amended by referendum.

2000 Census: 22,966

Year Charter was Adopted: 1968

WESTERLY (continued)

Additional Charter Provisions:

1. The director of finance serves as town treasurer and may serve as tax collector.
2. When someone other than the town manager is the director of public safety, the police chief is appointed by the director with the approval of the town manager.
3. The building inspector acts as the fence viewer.
4. The director of public works acts as or appoints the tree warden.
5. There shall be a planning board whose organization, powers and duties shall be defined by ordinance.
6. There shall be a zoning board of review whose organization, powers and duties shall be defined by ordinance.
7. The town council appoints two (2) auxiliary members to the board of canvassers.
8. The town solicitor shall serve as acting judge of probate.
9. The town clerk shall be the clerk of probate.
10. The chief financial officer of the school department shall be appointed by the superintendent of schools.

WOONSOCKET

Form of Government: Mayor-Council

Legislative Body: City Council

1. Elected, at large
2. 7 Members
3. Two-year terms
4. Nonpartisan (odd year)

Chief Executive: Mayor

1. Elected
2. Two-year term

Council Appoints:

1. 3 Board of Assessment Review
2. City Clerk
3. 5 Zoning Board of Review
4. Probate Judge
5. 5 Board of Library Trustees
6. 3 Board of Canvassers & Registration
7. Municipal Court Judge

Mayor Appoints:

1. Finance Director
2. 3 Personnel Board*
3. City Solicitor*
4. Director of Public Works
5. Director of Public Safety
6. Director of Human Services
7. 4 Planning Board
8. Director of Planning & Development
9. Charter Review Commission
10. 5 Investment Board

*With council approval

Elected Officials:

1. Mayor
2. 7 City Council
3. 5 School Committee

Procedure for Adopting City Budget:

1. The finance department obtains from each department, office and agency detailed estimates of revenues and expenditures. The estimates may be revised by the finance department and the mayor.
2. The finance department assists the mayor in compiling the budget.
3. The mayor prepares and recommends to the city council an annual budget.
4. The city council holds a public hearing on the budget.
5. The city council may increase or decrease the budget as presented by the mayor.
6. The city council adopts the budget.
7. The mayor may veto any change in the budget made by the city council.
8. The city council, by an affirmative vote of at least five (5) of its members, may override the mayor's veto.

2000 Census: 43,224

Year Charter was Adopted: 1952

WOONSOCKET (continued)

Additional Charter Provisions:

1. The director of finance appoints the city treasurer, tax assessor, purchasing agent, and personnel director.
2. The city treasurer serves as tax collector.
3. The planning board appoints the city planner.
4. The director of public works appoints the superintendent of parks and recreation and division engineer.
5. The city engineer is an ex officio member of the planning board.
6. The school committee appoints the superintendent of schools.
7. The mayor makes all appointments to advisory boards.
8. The director of public safety appoints the police chief and the fire chief.
9. The director of planning and development appoints building, plumbing and electrical inspectors.
10. The mayor shall appoint all heads of departments, except as otherwise provided by charter.
11. The mayor shall appoint one auxiliary member to the zoning board of review.
12. The probate judge shall perform the duties of the municipal court judge in the absence of the municipal court judge.
13. The city clerk or the city clerk's designee shall assume all the duties of the clerk of the municipal court.