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NAR Resources & Programs

The LocalPolitical Coordinator (LPC) Toolkit is designed to support LPCs and local association staff in developing programs, understanding the LPC role, and successfully activating REALTOR® members. It serves as a comprehensive reference and a collection of best practices for the LPC community.



LPC **PROGRAM OVERVIEW**

WHAT IS A LOCAL POLITICAL COORDINATOR

LPCs are REALTOR®-members who play an important role in the grassroots and advocacy efforts of their local REALTOR® Association. Each member that serves as an LPC is matched with local elected officials with whom they cultivate a relationship and educate on issues important to the real estate industry and private property rights.

WHY YOU SHOULD SERVE AS A LPC

REALTOR® members should actively engage with local politics because housing policies are often shaped at the local level, directly affecting communities, the real estate profession, and opportunities for homeownership. By staying informed and involved, REALTORS® can influence critical decisions, advocate for sound policies, and foster strong relationships with local leaders. Active participation amplifies the REALTOR® voice and enhances the association's ability to drive positive, meaningful change.

BUILDING YOUR LOCAL POLITICAL COORDINATOR PROGRAM

IDENTIFY KEY STAKEHOLDERS: COMPILE A LIST OF REALTOR® MEMBERS WITHIN YOUR COMMUNITY WHO HAVE STRONG RELATIONSHIPS WITH POLICYMAKERS OR ARE ACTIVE IN RELEVANT ADVOCACY AREAS.

RECRUIT AND TRAIN PARTICIPANTS: INVITE PASSIONATE AND COMMITTED ADVOCATES TO JOIN YOUR PROGRAM. PROVIDE THEM WITH TRAINING ON EFFECTIVE COMMUNICATION, THE ISSUES AT HAND, AND THE LEGISLATIVE PROCESS. NC REALTORS® GOVERNMENT AFFAIRS STAFF CAN HELP YOU PLAN AND PROVIDE THIS TRAINING.

DEVELOP CLEAR MESSAGING: EQUIP PARTICIPANTS WITH CONCISE, CONSISTENT TALKING POINTS AND MATERIALS TO ENSURE YOUR MESSAGE IS UNIFIED AND IMPACTFUL. ASK NC REALTORS® GOVERNMENT AFFAIRS STAFF FOR HELP CREATING THESE MATERIALS.

SET GOALS AND TRACK PROGRESS: DEFINE CLEAR OBJECTIVES FOR THE PROGRAM, SUCH AS SPECIFIC POLICY TO SUPPORT OR AWARENESS CAMPAIGNS. MONITOR AND EVALUATE PROGRESS REGULARLY TO ADJUST STRATEGIES AS NEEDED.

FOSTER ONGOING ENGAGEMENT: KEEP PARTICIPANTS MOTIVATED BY PROVIDING UPDATES, SHARING SUCCESSES, AND HOSTING REGULAR MEETINGS OR TRAINING SESSIONS. ASK NC REALTORS® GOVERNMENT AFFAIRS STAFF FOR HELP CREATING THESE MATERIALS.

LEVERAGE TECHNOLOGY: USE TOOLS LIKE EMAIL LISTS, SOCIAL MEDIA, OR NAR ADVOCACY SOFTWARE TO STREAMLINE COMMUNICATION AND COORDINATION WITHIN THE PROGRAM.

RECOGNIZE AND CELEBRATE SUCCESS: HIGHLIGHT ACHIEVEMENTS, BOTH BIG AND SMALL, TO KEEP MORALE HIGH AND REINFORCE THE VALUE OF THE PROGRAM.

LPC RESPONSIBILITIES

A LOCAL POLITICAL COORDINATOR

CONVEYS THE REALTOR® MESSAGE AND

VIEWPOINT. THIS IS A VALUABLE

CONTRIBUTION TO REALTOR® ADVOCACY®

EFFORTS. THIS RELATIONSHIP IS BASED

ON MUTUAL RESPECT AND FAMILIARITY.



Advocate for REALTORS® and the REALTOR® Party



Maintain contact with your assigned legislator and involve them in appropriate local or state association events



Serve as a subject matter expert and educate elected officials on issues related to real estate and homeownership



Attend local government meetings from time to time (it's important for elected officials to hear the local perspective or impact of issues)



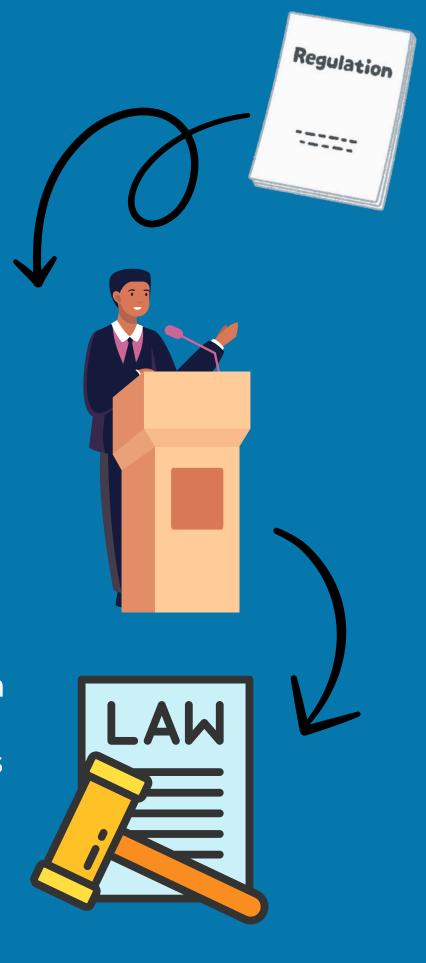
Regularly update your elected official on REALTORS® Legislative Priorities and housing market statistics

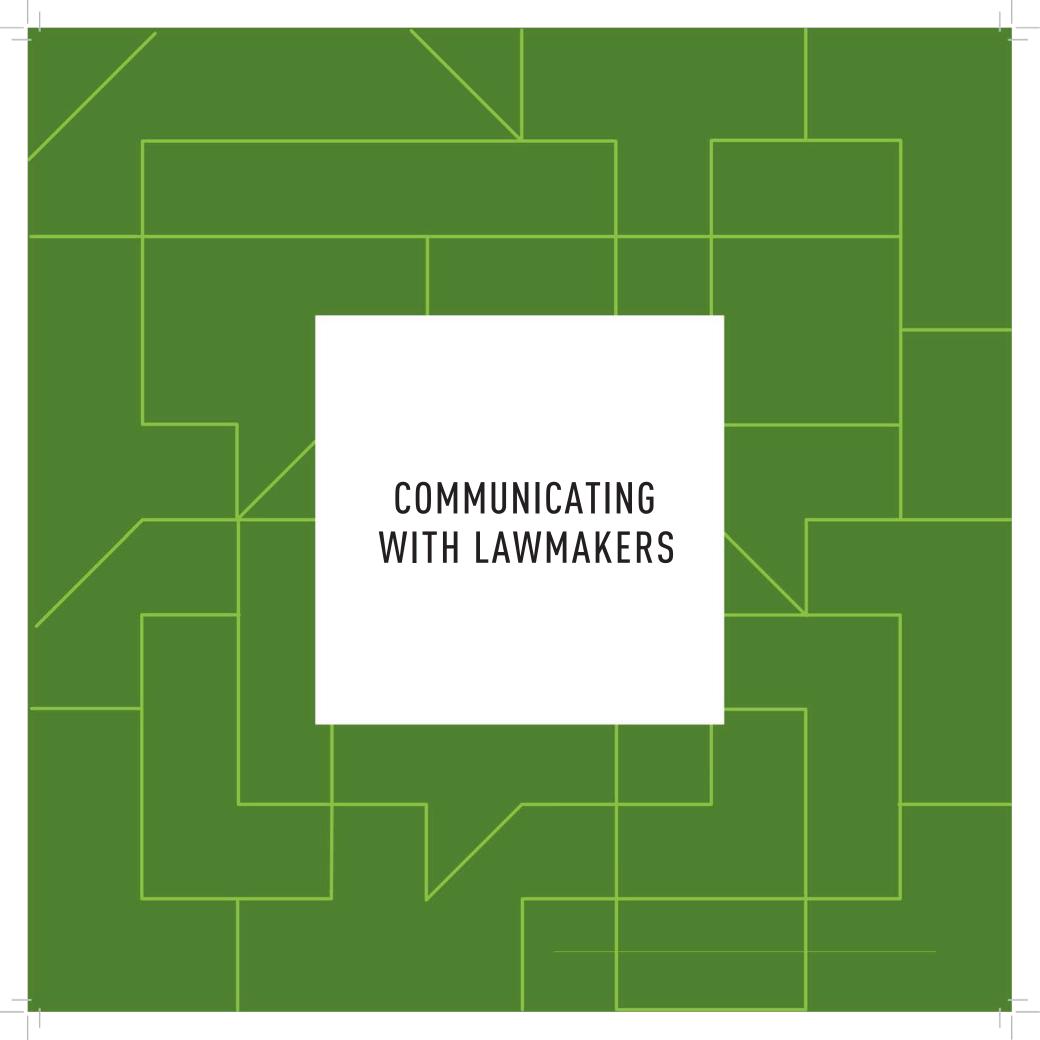


Stay passionate and informed! Take time to learn about the issues you're advocating for, and don't hesitate to ask questions. Your enthusiasm and knowledge will inspire others and strengthen your impact.

LEGISLATIVE BASICS

In North Carolina, a local ordinance becomes law through a structured process. First, a member of the local governing body, such as a city council or county board of commissioners, proposes the ordinance. It is then presented and discussed during public meetings, often with opportunities for community input and debate. After sufficient deliberation, the ordinance must pass at least one vote sometimes more, depending on local rules. Once approved by the governing body, the ordinance is enacted and becomes law, usually on a specified effective date. Engaging in this process by attending meetings or providing public comment is a powerful way to influence local policy





BUILDING A
RELATIONSHIP WITH YOUR
LEGISLATOR

MANY LOCAL POLITICAL COORDINATORS PARTICIPATE BECAUSE THEY ALREADY HAVE A CLOSE PERSONAL RELATIONSHIP WITH A LEGISLATOR. IT IS IMPORTANT THAT THOSE INDIVIDUALS TURN THAT RELATIONSHIP INTO ADVOCACY. IF YOU ARE WORKING ON BUILDING A RELATIONSHIP WITH YOUR ELECTED OFFICIAL, DIRECT PERSONAL INTERACTION WILL HELP YOU INCREASE YOUR IMPACT. THIS WILL ALSO ENSURE THAT YOU ARE THE SUBJECT MATTER EXPERT YOUR OFFICIAL CAN TURN TO.

Some REALTORS® have participated in additional activities to maximize their influence. Here are some examples of what you can do:



Plan and conduct a site or office visit with your legislator.



Personally interact with and involve your official in REALTOR® activities. This will help to build and sustain a valuable lasting relationship. Ideas include: Invitations to speak at your monthly meetings, to attend opening of new offices or developments, groundbreakings, etc.



Volunteering for a candidate's campaign activities will foster personal connections with that candidate. It will add credibility to your grassroots messages and help you to build a lasting relationship with your member.



Support REALTOR® Get Out the Vote efforts. Encouraging other REALTORS® to vote for candidates who support REALTOR® priorities is an ideal way to ensure REALTORS®'s message is heard and acted on across the state.



Staff members are also important people for you to work with – they may be able to assist you without going directly to your elected official. They can also be helpful in alerting you to essential information regarding legislation important to REALTORS®. When you engage in correspondence with an elected official, you will likely make first contact with one of these staff members. It is valuable to get to know key members of staff.

COMMUNICATION SCHEDULE

ANNUALLY

- Economic Area Reports & Local Market Reports from RPR
- Thank You note for their support that year

QUARTERLY

- Economic Area Reports & Local Market Reports from RPR
- Schedule Telephone/Zoom Town Hall with your Elected Official

MONTHLY

- Economic Area Reports for District
- Ask about upcoming community events
- Follow them on social media to stay updated

AS NEEDED

- Encourage others to complete Calls for Action.
- Send thank you letters for supporting a REALTOR® priority.
- Invite them to speak at meetings or attend business or openings/groundbreakings.
- Support REALTOR® Get Out The Vote Efforts.
- Volunteer for candidate's campaign to foster personal connections.

HOW TO CORRESPOND WITH YOUR ELECTED OFFICIAL ABOUT REALTORS® ISSUES

ADDRESS YOUR OFFICIAL CORRECTLY.

When engaging with a local official, it's essential to address them correctly to establish respect and professionalism. Begin by using their proper title, such as "Mayor," or "Commissioner," followed by their last name. This small but significant detail demonstrates that you value their role and are serious about your advocacy efforts. Politeness helps set the tone for productive communication and helps build positive relationships.

WRITE ON YOUR
PERSONAL OR BUSINESS
LETTERHEAD IF
POSSIBLE, AND PUT
YOUR SIGNATURE
ABOVE YOUR TYPED
NAME.

IDENTIFY YOURSELF IN YOUR LETTER. FOR EXAMPLE:

"I am a REALTOR working for XYZ Realty in Anytown, NC" or "I am the Broker/Owner of ABC Realty in Anytown, NC."

BE SURE YOUR RETURN ADDRESS IS ON THE LETTER, NOT JUST THE ENVELOPE.

Envelopes sometimes get separated from letters.

HOW TO CORRESPOND WITH YOUR ELECTED OFFICIAL ABOUT REALTORS® ISSUES

THANK OFFICIALS FOR THEIR SUPPORT

Make sure to express your thanks if they support you on an issue or if they work with you to defeat a proposal.

ACT PROFESSIONAL.

Your elected official may not always agree with REALTORS® policy position. In these situations, remember to remain professional.

CLEARLY IDENTIFY THE LEGISLATION YOU ARE WRITING ABOUT AND ANY REVISION OF PROVISIONS.

Also, because proposals are often amended, it is wise to identify the specific provisions or versions that you are discussing if possible.

STATE YOUR REASON FOR WRITING.

Your own personal experience is your best supporting evidence. Explain how the issue would affect your profession or community. Try to incorporate REALTORS® talking points where possible.

CONSIDER THE TIMING.

State your position early in the process. Your elected official needs to hear your side of the issue before the proposed legislaton is considered.



SAMPLE MEETING REQUEST LETTER/EMAIL

I hope you are well. I enjoyed seeing you [Insert Last Personal Interaction with Your Official]. As you are aware, I am a constituent and a member of the {Local Association} of REALTORS®. As such, I am writing to request an opportunity to meet with you on [Insert Date], in your office.

As a REALTOR® and member of {Local Association} REALTORS®, I am interested in discussing issues related to the real estate industry. Specifically, I would like to discuss [List Topics]. I understand that you maintain a busy schedule, so I am happy to find a time and day that works best for you; however, the best time on my schedule is between [Insert Times]. Thank you for your consideration of my request. I look forward to hearing from you soon.

Please reach me at	or via email at	
Sincerely,		
(Sign Here)		

HOW TO MEET WITH YOUR LEGISLATOR

STRUCTURE THE CONVERSATION IN ONE OF THREE WAYS:

- Relationship Building: The informal conversation held at social events (such as dinners, sporting events, or social events) where interaction is personal and subjects discussed are not legislative and/or organizational in nature. Consider this relationship building or maintaining.
- **Education:** The open-ended conversation where the topic discussed will be legislative and/or organizational in nature. You should try to identify the source of differences in opinion, not try to lobby the official on specific measures or try to win a debating contest. You can win the debate and lose the official.
- Advocate: The pointed conversation where you hope to persuade the official of a point of view.

Establish yourself as a reliable and respected resource by staying resource by staying accessible, honest, and transparent.

HOW TO MEET WITH YOUR LEGISLATOR

MAKE AN APPOINTMENT.

If you drop in without an appointment, you may miss your elected official, you may wait a long time, or you may force the legislator to postpone another appointment, all of which create negative feelings instead of good will.

ALWAYS INTRODUCE YOURSELF.

Don't put legislators in the awkward position of having to remember your name. Realize how many people they meet and understand that your elected official may not remember you.

BE BRIEF, DIRECT, AND SIMPLE.

Discuss only one issue per visit. This may not be possible if you do not see the legislator often, but it is much better to contact them frequently with one issue at a time than to contact them occasionally with a whole "laundry list" of requests. You should always be mindful of their time and not flood them with issues.

MAKE IT EASY FOR A LEGISLATOR TO VOTE FOR YOUR INTERESTS.

Don't make assumptions about their position. Don't win the argument and lose a vote; instead, work on changing the legislator's mind through education and data.

ASK IF THEY HAVE ANY QUESTIONS.

As a LPC you are the voice of the real estate industry to your designated elected official.

Be prepared to answer questions and frequently remind your official that you are here to help on a number of different issues. If you are not able to answer the question, assure the official that you will follow-up with more information on the topic.

HOW TO TELEPHONE YOUR ELECTED OFFICIAL

1

- Review the purpose of your call and list the points you want to make in the course of the conversation.
- Know the appropriate bill number, the sponsor, the general purpose of the bill, and the rationale for your support or opposition.
- Find out when and where the next action on that bill is scheduled. If it is in a committee, find out if your legislator is a member of that committee.

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- If your legislator is not available when you call about a bill, ask to speak to staff, and write down his or her name for future reference.
- State your name, your company's name, position you hold, and your district.
- As briefly as possible, state REALTORS®'s position on the bill or issue and stress the local support of that position.
- Do not argue or debate. Try to determine the legislator's position on the bill or issue.
- If the legislator's position is favorable to REALTORS®'s position, express appreciation.
- If the legislator is undecided, ask, "What kind of information would help you make an informed decision?" "How can I assist?" or "Would you like to meet to discuss this issue?"
- Thank the legislator or their staff.

3

- Send a letter to the legislator reinforcing the substance of your call.
- Single out any special assistance given to you by the staff and express your appreciation.
- Read the room! If you elected official seems distracted or not open, shorten your conversation and ask for a time to follow-up.

WHAT IS A CALL-FOR-ACTION?

Associations will launch Calls for Action (referred to as CFAs) in order to alert members and engage them on an upcoming issue. When a CFA is launched, REALTOR® members should contact their elected officials about specific issues that are of immediate interest to REALTORS®.

You local REALTORS® association will reach out to LPCs about upcoming CFAs with important document information such as talking points on the REALTOR® stance and convenient links for contacting your legislator.



Be strategic about using a CFA. CFAs should only be utilized when other, more personal and direct, avenues have closed.



Remember, CFAs are time sensitive and a quick response is required as local governments can move quickly. Quick responses to CFAs are critical to communicating a coordinated, grassroots message.

HOW TO RESPOND TO A CFA

WITH EVERY CALL FOR ACTION, THERE ARE SEVERAL BASIC STRATEGIES FOR BUILDING RAPPORT WITH ELECTED OFFICIALS THAT WILL HELP YOUR COMMUNICATIONS STAND OUT:

GET TO KNOW YOUR ELECTED OFFICIALS

Building rapport with elected officials before an issu e comes up will help your communications stand out. Understanding your elected officials personal interests, committee assignments and voting record will help you gauge how best to ask for their support. Your first should never be an ask.

GET TO KNOW THEIR STAFF

Learning the job functions of your local staff will set you up for success. By developing a relationship with staff, you will find yourself in a much better position to reach the Member if the need arises. They are the eyes and ears for the Member and should not be ignored.

GET TO KNOW THE ISSUE

Understanding the issue enables you to communicate an informed and persuasive opinion. You will also be more prepared to answer questions about the issue.

COMMUNICATE THE IMPACT

Your message as an advocate is strengthened when you describe how an issue affects your community personally.

COORDINATE YOUR GRASSROOTS ACTIVITIES

While all grassroots communications promoting REALTORS® priorities are beneficial, coordinated activities with other REALTOR® advocates help raise the volume of a message.

CALL-FOR-ACTION DO'S AND DON'TS



Pay close attention to the date, as it plays a critical role in your advocacy efforts. Deadlines and timelines are often crucial for submitting materials, scheduling meetings, or participating in key events. Missing an important date could result in missed opportunities to make an impact or influence decisions. Always double-check and track dates to stay organized and ensure timely action.



Personalize the situation. Relate issues to your own real estate practice and business experience. Explaining your request will have far more meaning if it can be directly connected to the officials district and constituents.



Share any feedback you receive with your group. By sharing your notes, you ensure that everyone is informed and can collaborate to implement the most effective strategy.



Insist that the legislator take a position. Ask for support of the REALTOR® Party position, but don't force a commitment If they are reluctant. When the issue is voted on, your request will be remembered.



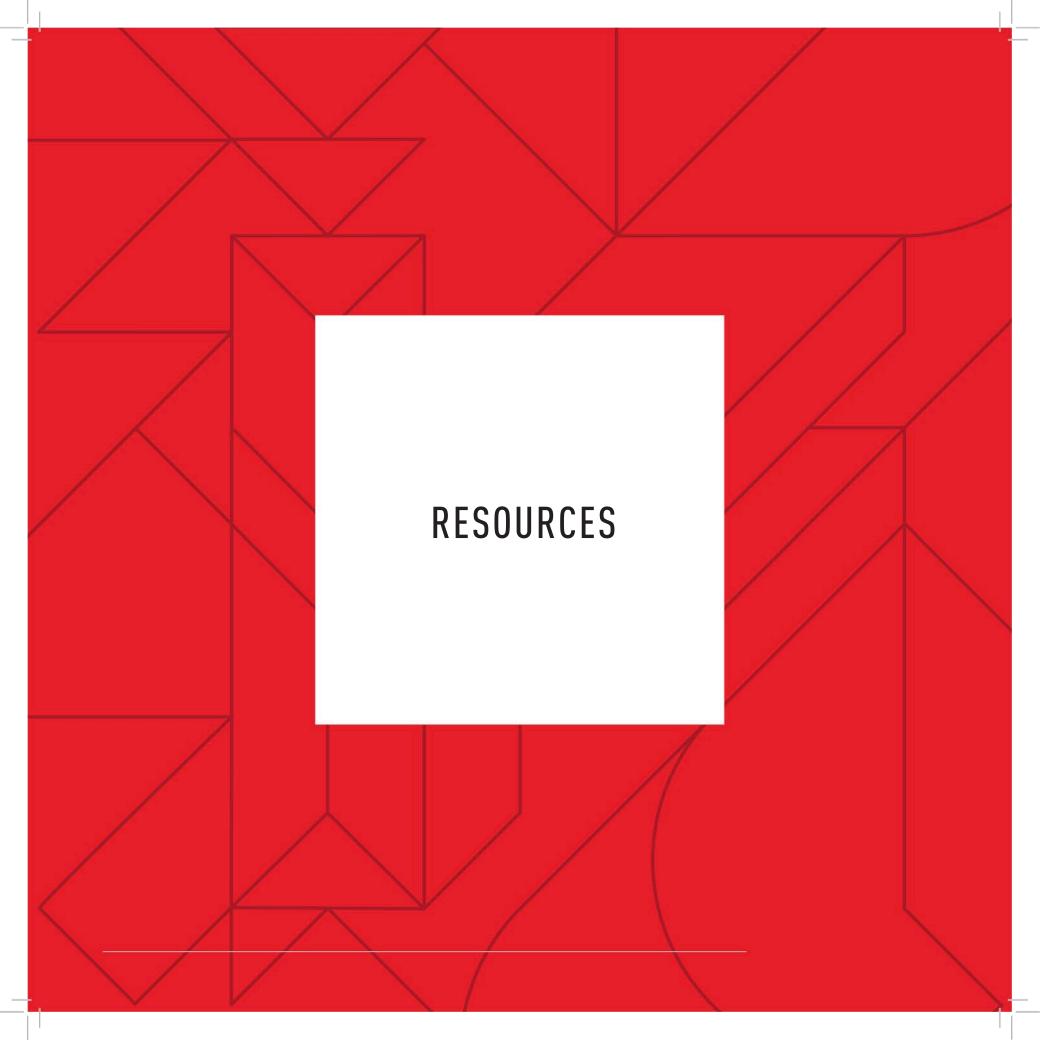
Don't continue to make contact if your legislator is not readily available. Officials are busy and are often hard to reach. If you cannot reach your legislator personally, leave the appropriate information, i.e., the bill number and your position



Don't threaten or argue with an official or staff. Instead, ask them to detail their concerns and say you will follow up with more information.



Don't discuss RPAC or funding when meeting with an elected official. If a legislator does not agree with the REALTOR® position, threatening to cut RPAC support will not help advance our position and may hurt our chances of support in the future.



Core Issues

NC REALTORS® is committed to preserving and promoting the right to own, transfer and use real property; maintain a leadership role in the legislative, regulatory and political process; promote and maintain the highest ethical standards; develop and provide the best education, products and services; and promote housing affordability.

Legislative and Regulatory Lobbying

NC REALTORS® has a dedicated professional overnment Affairs staff who monitor, analyze and track legislative, regulatory and political issues that impact the real estate industry. Staff can also assist local REALTOR® boards with issues in their communities and strive to encourage REALTORS® to become more active on the issues that impact their livelihood.

Issues Mobilization

NC REALTORS® Issues Mobilization Fund provides financial support to local boards to assist with promoting the ideals of private property rights, quality of life principles and homeownership. This resource assists local REALTORS® with the research and lobbying of issues, public education and awareness campaigns and other purposes that serve to promote the real estate industry as a whole.

Public Affairs

Effectively communicating issues of importance to the real estate industry with REALTORS® and the general public is a large part of our mission in Government Affairs. Our team is uniquely equipped to further advance the Association's mission of being the, "voice of real estate in North Carolina."

NC REALTORS® PAC & GRASSROOTS ADVOCACY: A WINNING COMBINATION

A KEY COMPONENT OF THE REALTOR® PARTY IS THE NORTH CAROLINA REALTORS® POLITICAL ACTION COMMITTEE (NC REALTORS® PAC). THE SOLE PURPOSE OF NC REALTORS® PAC IS TO HELP ELECT REAL ESTATE-FRIENDLY CANDIDATES TO PUBLIC OFFICE. NC REALTORS® PAC SUPPORTS CANDIDATES WHO UNDERSTAND AND CHAMPION THE INTERESTS OF NORTH CAROLINA REALTORS®, REGARDLESS OF THEIR POLITICAL AFFILIATION.

Importance of a PAC

NC REALTORS PAC is effective because it allows REALTORS® to work with all political parties to enact legislation that protects the real estate industry, current and future homeowners, the real estate-based economy and private property rights. Not only is NC REALTORS® PAC one of the most nonpartisan political action committees in the state—it is the most successful.

Candidate Selection Process

NC REALTORS® PAC supports candidates who share our concern for protecting the rights of private-property owners. Local REALTOR® associations are asked to interview candidates and make recommendations as to which candidates should receive campaign contributions from NC REALTORS® PAC. These recommendations are reviewed and acted upon by the NC REALTORS® PAC Board of Trustees. Local Associations have the ability to make their own decisions on local races.

Making an Investment

The government's role in the real estate industry has been steadily increasing at all three levels. In order to maintain a healthy climate for the real estate industry in North Carolina and preserve real property rights as they exist today, NC REALTORS® must participate in the political process through NC REALTORS® PAC.

AMMANANAN AND

NAR RESOURCES & PROGRAMS

Core Issues

The National Association of REALTORS® serves as the voice of the real estate industry nationwide. Specifically, NAR is the leading advocate for federal policy initiatives that strengthen the ability to own, buy, and sell real property. The National Association of REALTORS® represents over one million residential REALTORS® and commercial practitioners involved in all facets of the industry as brokers, sales agents, property managers, and appraisers. As the largest professional trade association in the United States, NAR advocates policy initiatives that promote and protect a fundamentally sound and dynamic U.S. real estate market fostering vibrant communities.

Legislative and Regulatory Lobbying

NAR has a professional staff of lobbyists, regulatory specialists and political representatives working every day to monitor issues that impact our industry.

Voter Registration Initiative

As a REALTOR, your work is critical to ensuring that the core principles of private property rights, housing affordability and quality of life remain a primary focus in our communities. NC REALTORS® is proud to join with the National Association of REALTORS® on this important civic effort to increase the number of registered voters and voter participation across the country. If you are not registered to vote, or need to change your registration, just go to ncdot.gov. It's that simple.

Land Use Initiative

The best way to find out if a local law or ordinance is going to impact the real estate industry is to have it reviewed by a professional land use attorney. However, because of the expense involved, local and state REALTOR® associations often don't have the resources they need to have this done. Through a contract NAR has with a nationally recognized land use law firm, the Land Use Initiative provides local and state REALTOR® associations with a review service free of charge. The analysis provided through the Land Use Initiative program is an invaluable resource for REALTORS® as you advocate on behalf of the industry.

Electoral Services

The Electoral Services Program provides state and local REALTOR® associations with the data and tools they need to run successful communication and advocacy campaigns. The core of the program is a national voter database that makes it easy to target and motivate REALTORS® and the general public to support candidates and issues important to the real estate industry.

REALTOR® PARTY RESOURCE GUIDE

PLEASE CONSULT THE REALTOR

® PARTY RESOURCE GUIDE FOR A WIDE VARIETY OF RESOURCES THAT WILL HELP YOU BE SUCCESSFUL IN COMMUNICATING REALTOR® ISSUES AND IMPLEMENTING CAMPAIGNS TO ELECT AND REELECT YOUR REALTOR®

CLICK HERE TO VIEW THE GUIDE, IT IS A ROADMAP TO THE VARIOUS SERVICES AND PROGRAMS NAR PROVIDES.

CHAMPIONS TO PUBLIC OFFICE.



ad valorem tax - A tax based on the relative value of property.

agenda - A list of items to be brought up at a meeting.

amendment - A change or addition which changes the meaning or scope of an original formal document, usually laws or regulations, but can include plans or specifications.

annexation - The process by which a municipality, upon meeting certain requirements, expands its boundaries.

assessed value - A valuation set upon real estate or other property by the assessor as a basis for levying taxes.

auditor - One who examines the financial activities of an agency and prepares a report based on such examination.

balanced budget - A budget in which estimated revenues equal estimated expenditures.

ballot - Any material on which votes may be cast for candidates or measures.

bi-partisan - Representing two parties, primarily Democrats and Republicans.

board - Advisory and policy-making body appointed by boards of supervisors or city councils. Boards provide community member's input on many issues.

budget - A comprehensive financial plan to sustain agency municipal operations during a given year with related explanation.

charter - A written instrument that creates and defines powers, rights and privileges for a specific jurisdiction or organization.

city - A local unit of government formed by its residents in order to provide services such as public safety, land use control and recreation.

city council - The policy-making and legislative body for a city. Councils pass ordinances which determine public policy. Officials usually serve a term of four years on a non- partisan basis.

city manager - Trained professional hired by city council to implement council policy and run the city on a day to-day basis.

civil service - Competitive process for selecting employees. Appointments governed by competitive selection process.

condemnation - The process of taking private property for public use through the power of eminent domain.

consent agenda - A policy of the governing body to approve, in one motion, routine and/or non-controversial items, which can be determined prior to the meeting.

council-manager form - City organizational structure in which the city council appoints a professional manager to handle day-to-day affairs of the city and implement council policy.

county - A geographical area which is a subdivision of the state for local administration of government.

deficit - The excess of expenditures over revenues for a fiscal period. executive session - The only type of meeting of a legislative body that may be closed to the public. Sessions must deal with contract negotiations, personnel matters, or litigation.

expenditures - The spending of money by the municipality for the programs and projects included within the approved budget.

fiscal year - A 12-month budgetary period which, for most cities and counties, runs from July 1st to June 30th.

franchise - A privilege conferred by government approval to an individual or firm to market goods or services in a particular area, generally for an extended period.

franchise tax - A percent of profit to grantor of franchise.

general fund - The general operating fund of the municipality used to account for all financial resources except those required to be accounted for in a special fund.

general law city - Legal structure of most cities. Powers of the city are detailed under state general law provisions.

general plan - Comprehensive plan detailing the physical and social development of a city or county.

home rule - Exercise of power at the local government level to determine local affairs of government, upon acceptance of the terms set by the state legislature.

jurisdiction - The range of authority of an administrative unit.

incorporation - The legal process of creating a city as a separate, self-governed entity within a county.

infrastructure - The facilities and systems shared or used by all residents such as schools, water supply, waste water, solid waste disposal, gas and electric service, and roads.

initiative - The people's right to initiate a measure, issue or question to be voted on by the people.

LAFCO - Acronym for "Local Agency Formation Commission," the appointed body responsible for reviewing requests for incorporation of new cities or creation of new special districts. LAFCO approval of a request places the measure on the local ballot for voters to decide.

land use - Designating city or county land for specific purposes, such as housing, industry, commercial or open space.

mayor-council form - A city organizational structure with no professional administrator and with the city council appointing department heads.

minutes - A summary of action taken at a meeting and the vote on each item.

NIMBY - Acronym for "not in my back yard," an argument made by property owners who support public services, but oppose the location of public facilities near their own property.

non-partisan - Representing no political party.

non-partisan election - Elections in which candidates have no political party designations, and parties do not participate. All local government elections are of this type.

operating budget - A financial plan which presents proposed expenditures for the fiscal year and estimates of revenue to finance them.

ordinance - An enforceable municipal law, statute or regulation which applies to all residents within that municipality; penalty provisions may apply.

planning - The process of designing and regulating the physical development of a community to meet the economic, social, and recreational needs of the area.

planning commission - A planning agency authorized by law to prepare and recommend plans for the development of physical, social, economic and cultural resources and facilities within a unit of government.

political action committee (PAC) - A committee formed to support or oppose any candidate, measure, issue or question.

property tax - A tax levied on the assessed value of real property. public hearing - Provides residents the opportunity to express their position on a specific issue, both pro and con, as mandated by either statute or by order of proper authority after due notice.

public meeting - Any meeting of a governmental body at which public business is discussed or decided or policy formulated.

recall - Procedure to remove elected officials from office by vote of the electorate.

referendum - The right of the people to refer laws passed by a legislative body to a vote of the people in an election.

resolution - A non-binding statement of position adopted by a legislative body.

revenues - Money received by a government from taxes and other sources.

special districts - A local government unit often established to provide a single service. These districts often cross city or county lines.

subdivision - The division of a single tract or other parcel of land into two or more lots.

"sunshine laws" - Laws which require that government business be conducted out in the open, under public scrutiny.

tax - A payment required of all residents or property within a government's jurisdiction to fund government operations.

unincorporated areas - Areas not a part of an incorporated city which fall under the jurisdiction of the county.

user fees - Source of revenue collected from the user of various municipal services.

variance - The granting of an exemption from the requirements of a zoning code. A special hardship to a property owner is the usual basis for a variance request.

zone - A specifically delineated area or district in a municipality within which there are regulations for the use, placement, size and other development standards.

zoning - The legal regulation of land use for cities and counties. Zoning regulations can regulate elements such as density, heights, parking, building locations and the like.