



## UNDERSTANDING ROLES OF FLORIDA LOCAL ELECTED OFFICIALS

Use the chart below to better understand the roles and responsibilities of local elected officials—from county commissioners to school board members. This guide outlines each role, when and why to contact them, and how to effectively direct your concerns for greater civic impact.

### COUNTY OFFICIALS

Position	Responsibilities	When/Why to Contact	Examples
<b>County Commissioners or County Leads</b>	Sets county policies, approves budgets, oversees county services.	For county ordinances, zoning, infrastructure, or county budget issues.	Request road repairs, oppose rezoning proposals, ask about county tax spending.
<b>County Mayor / Executive Chair</b> <i>(not every county has this position)</i>	Serves as chief executive for the county, oversees departments, proposes budgets, and enforces policies.	For county-wide policies or concerns affecting multiple departments.	Veto commission decisions, appeal to stop a county-wide mandate, or request infrastructure improvements.
<b>Sheriff</b>	Oversees county law enforcement, manages county jails, serves legal papers, and ensures courthouse security.	For law enforcement concerns, jail issues, civil process service, or public safety matters.	Report crimes, report jail conditions, civil document service, courthouse security, or deputy conduct issues.
<b>Supervisor of Elections (SOE)</b>	Administers county elections, certifies election results, ensures electoral integrity including voter rolls, voter registration, and machine compliance.	To report election concerns, register to vote, update voter information, or request information about upcoming elections.	Report issues with vote-by-mail ballots, find polling locations, or update voter registration.
<b>Tax Collector</b>	Collects property taxes, manages vehicle registration services, and issues business licenses.	For questions about tax payments, licenses, or vehicle registration.	Renew vehicle registration, ask about tax notices, or pay property taxes.
<b>Clerk of the Circuit Court</b>	Maintains legal records, issues marriage licenses, and manages public court documents.	To obtain court records or legal filings, or to ask questions related to jury duty.	Request marriage licenses or passports, pay court fees, seek copies of court records.

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<b>Property Appraiser</b>	Assesses property values for taxation purposes and manages property ownership records.	To dispute property assessments, ask about tax valuations, request land records, or inquire about tax exemptions.	Dispute property assessments, apply for homestead exemptions, request property data.
<b>School Board Member</b>	Sets public school policies, approves district budgets, adopts curriculum, and manages academic programs.	To obtain school policies or education budgets, address curriculum concerns, or for issues related to student discipline and safety.	Object to curriculum content, raise concerns about student safety, comment on school closures or rezoning proposals.

## MUNICIPAL OFFICIALS

Position	Responsibilities	When/Why to Contact	Examples
<b>Mayor</b>	Presides over council meetings, represents the city at public events or meetings, and signs proclamations.	For city-wide policy issues, economic development, or major municipal concerns.	Ask about economic development projects, city policy direction, public safety priorities, or major infrastructure issues.
<b>City Council / City Commissioner</b>	Reviews and approves city budget, drafts and adopts ordinances or resolutions, and appoints oversight board committees.	For local ordinances, city budget concerns, zoning issues, city services, or code enforcement.	Ask about zoning changes, noise ordinances, city budget priorities, local development projects, or municipal service issues.

