

# VOTE 411 data

## Federal

### U.S. House of Representatives

**Qualifications:** To be elected, a representative must be at least 25 years old, a United States citizen for at least seven years and an inhabitant of the state he or she represents. Each representative is elected to a two-year term serving the people of a specific congressional district.

<https://www.house.gov/the-house-explained>

**Duties:** Among other duties, representatives introduce bills and resolutions, offer amendments and serve on committees. The house has several powers assigned exclusively to it, including the power to initiate revenue bills, impeach federal officials and elect the President in the case of an electoral college tie.

<https://www.house.gov/the-house-explained>

### U.S. Senate

**Qualifications:** To be elected, a senator must be at least 30 years old, be a U.S. citizen for at least nine years and have residency in the state he or she represents at time of election.

[https://www.senate.gov/senators/qualifications\\_termsofservice.htm](https://www.senate.gov/senators/qualifications_termsofservice.htm)

**Duties:** The senate has the sole power to conduct impeachment trials, essentially serving as jury and judge. It reviews and approves or rejects presidential appointees to executive and judicial branch posts. The senate approves treaties made by the executive branch.

<https://www.senate.gov/history/powers.htm>

## State

The Indiana Senate and the Indiana House of Representatives form the legislative branch of the Indiana state government and works alongside the governor of Indiana to create laws and establish a state budget.

### Indiana Senate

**Qualifications:** To be eligible to run for state, legislative or local office, a person must be registered to vote in the election district the person seeks to represent. A candidate for the office of senator in the general assembly must be a United States citizen at the time of election; have resided in the state for at least two years and in the senate district for at least one year before the election; and be at least 25 years old upon taking office.

<http://iga.in.gov/legislative/laws/2019/ic/titles/003/#3-8-1-13>

**Duties:** Legislative authority and responsibilities of the Indiana State Senate include passing bills on public policy matters, setting levels for state spending, raising and lowering taxes, and voting to uphold or override gubernatorial vetoes.

[https://ballotpedia.org/Indiana\\_State\\_Senate](https://ballotpedia.org/Indiana_State_Senate)

## Indiana Representative

**Qualifications:** To be eligible to run for state, legislative or local office, a person must be registered to vote in the election district the person seeks to represent. A candidate for the office of representative in the general assembly must be a United States citizen at the time of election; have resided in the state for at least two years and in the house district for at least one year before the election; and be at least 21 years old upon taking office.

<http://iga.in.gov/legislative/laws/2019/ic/titles/003/#3-8-1-14>

**Duties:** Legislative authority and responsibilities of the Indiana House of Representatives include passing bills on public policy matters, setting levels for state spending, raising and lowering taxes, and voting to uphold or override gubernatorial vetoes.

[https://ballotpedia.org/Indiana\\_House\\_of\\_Representatives](https://ballotpedia.org/Indiana_House_of_Representatives)

## Hamilton County

### Judge, Circuit Court

**Qualifications:** To be eligible to run for state, legislative or local office, a person must be registered to vote in the election district the person seeks to represent. A candidate for the office of judge of a circuit court must reside in the circuit and be admitted to the practice of law in the state upon taking office.

<http://iga.in.gov/legislative/laws/2019/ic/titles/003/#3-8-1-16>

### Duties:

In counties without superior courts, the circuit courts, in addition to all other cases, also handle small claims cases, such as civil disputes involving less than \$6,000 and minor offenses, such as misdemeanors, ordinance violations and Class D felonies. Class D felonies are the lowest level (least serious) of felony charges. Circuit courts also have appellate jurisdiction over appeals from city and town courts.

<https://www.in.gov/judiciary/2674.htm>

### Judge, Superior Courts

**Qualifications:** To be eligible to run for state, legislative or local office, a person must be registered to vote in the election district the person seeks to represent. A candidate for the office of judge of a superior or probate court must be admitted to the practice of law in Indiana upon filing a declaration of candidacy or petition of nomination, or upon the filing of a certificate of candidate selection under [IC 3-13-1-15](#) or [IC 3-13-2-8](#); and ??? (2) comply with any other requirement for that office set forth in [IC 33-29](#), [IC 33-33](#), or [IC 33-31](#).????

<http://iga.in.gov/legislative/laws/2019/ic/titles/003/#3-8-1-17>

**Duties:** For the most part, superior courts have general jurisdiction, so they can hear ALL civil and criminal cases. Superior courts are also charged with establishing small claims and minor offense divisions.

<https://www.in.gov/judiciary/2674.htm>

### Auditor

**Qualifications:** To be eligible to run for state, legislative or local office, a person must be registered to vote in the election district the person seeks to represent. A candidate for the office of county auditor, recorder, treasurer, sheriff, coroner or surveyor must have resided in the county for at least one year before the election.

<http://iga.in.gov/legislative/laws/2019/ic/titles/036/#36-2-9-2>

**Duties:** The Hamilton County Auditor's Office is responsible for maintaining property tax maps and ownership records for the entire county. All deeds transferring property must be processed through the Real Property Department of the Auditor's Office prior to being processed by the Hamilton County Recorder.

The county auditor is considered the fiscal officer for many of the duties in the county and works closely with all other departments and county offices. This includes being responsible for documenting the financial activity in a county's various funds and reporting this activity yearly into the State's Gateway System.

The county auditor is to keep accurate account current with the county treasurer, keep account for each item of appropriation made by the county council, issue warrants and certify claims. The county auditor is part of the property tax process, which includes being responsible for the preparation, preservation, alteration, and maintenance of the tax duplicate. The county auditor is also to perform the duties as clerk at meetings for both the county commissioners and county council. All of these and more place a heavy duty of fiscal responsibilities onto the office of county auditor.

<https://www.in.gov/sboa/4863.htm>

## County Treasurer

**Qualifications:** To be eligible to run for state, legislative or local office, a person must be registered to vote in the election district the person seeks to represent. A candidate for the office of county auditor, recorder, treasurer, sheriff, coroner or surveyor must have resided in the county for at least one year before the election.

<http://iga.in.gov/legislative/laws/2019/ic/titles/003/#3-8-1-20>

**Duties:** The Constitution of Indiana imposes no duties upon the county treasurer. It only provides that he/she shall "perform such duties as may be directed by law." It is through statute that the county treasurer is considered the custodian of all money belonging to the county and the investing officer of these funds. The treasurer is responsible for reconciling between the cashbook and financial institutions. One of the largest sources of money coming into the county is property taxes, and the treasurer has the duty to collect property taxes through a billing and receipting process. The county treasurer, along with the board of county commissioners, make up the county board of finance which has the inherent duties to determine the local public depositories for all the public funds of the county as well as review the overall investment policy.

<https://www.in.gov/sboa/4864.htm>

## County Surveyor

**Qualifications:** To be eligible to run for state, legislative or local office, a person must be registered to vote in the election district the person seeks to represent. A candidate for the office of county auditor, recorder, treasurer, sheriff, coroner or surveyor must have resided in the county for at least one year before the election.

<http://iga.in.gov/legislative/laws/2019/ic/titles/003/#3-8-1-20>

**Duties:** The primary duties of the surveyor are: maintain a legal survey record book for all legal surveys within the county; keep and maintain a corner record book showing original government section corners; maintain annexation descriptions and dis-annexation descriptions for each city and town; certify permit locations, among other duties. The county surveyor is a member of the county plan commission to provide technical reviews of plats and drainage systems.

<https://www.hamiltoncounty.in.gov/directory.aspx?eid=149>

## County Commissioners

**Qualifications:** To be eligible to run for state, legislative or local office, a person must be registered to vote in the election district the person seeks to represent. A candidate for the office of county commissioner must have resided in the county for at least one year before the election and have resided in the district in which seeking election, if applicable, for at least six months before the election.

**Duties:** Each county is governed by a Board of Commissioners consisting of three elected persons. The commissioners are elected from separate districts (in which they must reside) but by vote of the county as a whole. Commissioner districts must be redrawn at least once every 10 years and may be redrawn in any odd-numbered year.

The terms of office of county commissioners are four years on a staggered basis. In general, the Board of Commissioners is responsible for the administration of county business. The commissioners may enact ordinances to meet local conditions and exercise other authority vested in the board by the legislature. The base salary for the commissioners is established by the salary ordinance.

The Board of County Commissioners serves as the executive and administrative authority for the county. The Board of County Commissioners duties include appointment of certain county and township officials; audit and authorization of claims against the county; authorization of contracts and received bids; control, maintenance, and supervision of county property; service as the Board of County Finance; and supervision of construction and maintenance of roads and bridges,

<https://www.hamiltoncounty.in.gov/635/Commissioners-Purpose-and-Duties>

## County Council

**Qualifications:** To be eligible to run for state, legislative or local office, a person must be registered to vote in the election district the person seeks to represent. A candidate for membership on the county council of a county must have resided in the county for at least one year before the election and must have resided in the district in which seeking election, if applicable, for at least six months before the election.

**Duties:** The council is the financial power of the county, serving as a check on the Board of County Commissioners. The Council duties are to adopt annual budgets; fix salaries; fix the county tax rate; furnish financial assistance to any community center for the mentally handicapped located in the county; incur county indebtedness; levy taxes to provide funds for constructing; make appropriations, re-appropriates and transfers of funds; and repair and remodel jails.

<https://www.hamiltoncounty.in.gov/649/County-Council>

## Salary Notes:

### State Compensation and duties

Compensation of State Legislators appears in IC 2-3-1-1 and -4.

Sec. 1. (a) Except as provided in subsection (c), the annual salary of the members of the general assembly shall be an amount equal to eighteen percent (18%) of the annual salary of a judge under [IC 33-38-5-6](#), as adjusted under [IC 33-38-5-8.1](#).

(b) One-half (1/2) the annual salary shall be paid on the fifteenth day of January, and one-half (1/2) the annual salary shall be paid on the fifteenth day of February.

(c) Notwithstanding any other law, the annual salary of the members of the general assembly shall not be increased during the state fiscal year beginning July 1, 2011, or during the state fiscal year beginning July 1, 2012, regardless of any increase in the annual salary of a judge under [IC 33-38-5-6](#), as adjusted under [IC 33-38-5-8.1](#).

Sec. 4. In order to reimburse the members of the general assembly for the expenses they incur in providing legislative services, each member shall receive such per diem and such other expense reimbursements as may be provided by law. The officers of the senate and the house of representatives shall also receive such additional allowances as may be provided to them by law.

Purpose of the legislators' salaries (job responsibilities) is in IC 2-3-1-2.

Sec. 2. (a) The general assembly hereby declares that the annual salary provided for in section 1 of this chapter is solely for the purpose of compensating the members of the general assembly for legislative services rendered during the year for which the salary is paid.

(b) The legislative services referred to in subsection (a) include, but are not limited to, the following:

- (1) participating in sessions of the senate or the house of representatives;
- (2) participating in meetings of standing committees of the senate or the house of representatives, regardless of when the meetings are held;
- (3) participating in meetings of legislative study committees or commissions, regardless of when the meetings are held;
- (4) attending conferences for state legislators conducted by the National Conference of State Legislatures, the Council of State Governments, or similar organizations;
- (5) working with constituents, state agencies, and others to help resolve problems of constituents; and
- (6) working with legislative staff on research and bill drafting requests.

In performing these and other legislative services, a member of the general assembly is normally required to work more than six hundred (600) hours per year.

## Judges

Title 33 is Courts

IC 33-28 is Circuit Courts. IC 33-28-1-2 through 5 are kind of the responsibilities.

IC 33-29 is Superior Courts. IC 33-29-5-3 and 4 are the powers (responsibilities?)

Title 36 is Local government

IC 36-2-2-2 says the Board of Commissioners is the county executive but doesn't expand on duties there.

However IC 36-2-3.5-3 explains the dichotomy of the County Commissioners v. Council; then

IC 36-2-3.5-4 gives duties of Commissioners

IC 36-2-3.5-5 lists duties of the Council