APPENDIX NO. 01

QUESTIONNAIRE

Dear employee,

This letter is an introduction to the main reason why your participation in this questionnaire is required.

This study is the impact of training in raising the efficiency of the performance of employees

(Afield study on the municipalities of south Jordan)

It for finishing the requirements of the award of the PH.D. in public administration from Aligarh Muslim University (A.M.U)

My research to generate knowledge to be utilized in understanding training and development of employees. The study specifically focuses on determine how training and development affect employees performance.

As a representative of your Corporation, your views are of importance in my study and I would appreciate you responding to this questionnaire.

This is purely for academic purpose and your response will be kept confidential and anonymous.

Thank you for your time, co-operation and contribution to my study. I shall be pleased to send you a copy of the findings of the study if you desire so.

Yours faithfully,

………………………………………………………

Mohammad Ahmmad Al-Taraweneh
PART I: GENERAL INFORMATION

Answer all the questions either by ticking in the boxes or writing in the spaces provided.

1. What is your Gender:
   Male ☐ Female ☐

2. What management position are you?
   Top level management ☐ Middle level management ☐ None-management ☐

3. In which operational area do you work?
   Human Resources ☐ Procurement and Contract Management ☐
   Transport and supply management ☐ Budget and training ☐
   Construction and general maintenance ☐
   Health care ☐ Communication and IT ☐ Security services ☐

4. What is your age?
   Below 25 years ☐ 25-34 years ☐ 35-44 years ☐ 45-54 years ☐
   55 years and above ☐

5. What is your highest level of educational achievement?
   Diploma level ☐ Bachelor’s Degree ☐ Master’s Degree ☐

6. How often do you attend staff training funded by your employer?
   None at all ☐ Rarely ☐ Once in a while ☐ Often ☐ Quite often ☐

7. Did you receive any staff training in the last 12 months?
   Yes ☐ No ☐
PART II: TRAINING AND EMPLOYEES PERFORMANCE

1-There is a significant relationship between the targets of the training programs and the raising of efficiency level of employees in Municipalities in South Jordan.

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Highly Disagree (1)</th>
<th>Disagree (2)</th>
<th>Neutral (3)</th>
<th>Agree (4)</th>
<th>Highly Agree (5)</th>
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<tbody>
<tr>
<td>1 Did you think Staff trainings in your municipality has improved your willingness to accept change all?</td>
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<td>2 Did you think After attending trainings funded by the municipality you can now understand how you efforts contribute to the organizational goals?</td>
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<td>3 Are you now more inspired to meet your goals at work due to staff trainings in your municipality?</td>
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<td>4 Are the Employees training in the south Jordan municipality's imparts skills on long term thinking?</td>
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<td>5 Is Training has empowered you to carry out your work without any difficulty?</td>
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<td>6 Is the Staff training in your municipality has enabled you to use your skills and talents better?</td>
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2-There is a significant relationship between the methods and ways that used in the training programs and the raising of efficiency level of employees in Municipalities in South Jordan.

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<tr>
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<tr>
<td>Do you think that Staff trainings in the municipalities allow employees to proactively identify future challenges and opportunities?</td>
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<td>Do you think Staff trainings in the municipalities empowers employees to always keep going when the going gets tough?</td>
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<td>Do you think the training within the organization now gives you the necessary skills to work in tasks from start to the end?</td>
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<td>Do you think that Employee training in the municipality offers you an opportunity to learn new skills?</td>
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<td>Do you think After training at work, you now enjoy good relationships with the organization customers?</td>
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<tr>
<td>are you now more inspired to meet your goals at work due to staff trainings in the municipality?</td>
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3- There is a significant relationship between the duration of the training programs and the raising of efficiency level of employees in Municipalities in South Jordan.

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<tr>
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<tr>
<td>13  Do you think that the duration of Staff trainings in the municipalities timely necessary for the role?</td>
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<td>14  Are the Staff trainings in the municipalities Manner conducive to the Interaction and participate during the session without getting bored?</td>
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<td>15  Do you think that the duration of Staff trainings in the municipalities it's Enough to learn new skills?</td>
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<td>16  Do you feel bored during the Staff trainings in the municipalities?</td>
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<tr>
<td>17  Do you think that the time of Staff trainings appropriate to absorb and understand what's new?</td>
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<td>18  Are the time of Staff trainings in the municipalities Outside official working times?</td>
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4. There is a significant relationship between choosing the training and the raising of efficiency level of employees in Municipalities in South Jordan.

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<tr>
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<tr>
<td>Are the choice of Staff trainings in municipality on a scientific basis?</td>
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<td>Are the municipalities identify the Necessary needs to training courses?</td>
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<td>Are there people trained of a professional to choose the occasion training course to employees?</td>
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<td>Do you think that the training sessions give the desired results in the end?</td>
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<td>Do employees take more than a training course while serving?</td>
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<td>Do you feel that the training sessions have increased your performance at work?</td>
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</table>
There is a significant relationship between the training plans of courses and the raising of efficiency level of employees in Municipalities in South Jordan.

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<tr>
<td>25  Are there specialists trained to give training courses?</td>
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<td>26  Does the municipalities determine the needs of the courses on the basis of need for development?</td>
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<td>27  Do you think that these courses lead them to the objective?</td>
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<td>28  Do you think you now bear the full responsibility for the results of your work after training?</td>
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<td>29  Is the training organization led by officials on how to accept the opinion and the other opinion?</td>
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<tr>
<td>30  Do you think that the training courses important for the development organization?</td>
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APPENDIX NO. 02

LAW ON MUNICIPALITIES

Law No. (41) of 2015

Article 1 – This law shall be called the “Municipalities Law of 2015”, and shall come into force as of the date of publication in the Official Gazette.

Article 2 – The following words and phrases, wherever they may appear herein, shall have the meanings designated for them hereunder, unless the context indicates otherwise:

**Ministry:** Ministry of Municipal Affairs.

**Minister:** Minister of Municipal Affairs and Prime Minister with regard to the Greater Amman Municipality.

**Council:** Municipal Council or Municipality Committee formed in compliance with provisions of this Law or the provisional committees at the level of the area of the Municipality, Greater Amman Municipality or Jerusalem Mayoralty Council. Local Council: Local Council elected in accordance with this Law.

**Mayor:** Head of the municipality or head of the municipality committee, Amman Mayor or Jerusalem Mayor.

**Manager:** Executive Manager of the Municipality, appointed according to provisions of this Law.

**Executive Council:** The governorate's executive council formed pursuant to the provisions of the valid legislation.

**Administrator:** Governor, provincial governor, or head of a district, appointed in compliance with the provisions of the Administrative Staffing Regulations.

**Commission:** Independent Election Commission.

**Board of Commissioners:** The Commission’s Board of Commissioners Department: The Civil Status and Passports Department and its directorates in governorates and its offices.

**ID:** The personal identification card issued by the Department.
**Indebted:** Any person who has financial obligations due to the Municipality according to provisions of this Law or any other legislation.

**Resident:** Any person usually residing within the boundaries of the local council even if he/she has a house somewhere else where he/she occasionally resides, provided that his/her right to vote shall not be exercised in more than one area of municipality or local council.

**Voter:** The person who has the right to vote in accordance with the provisions of this Law.

**Article 3**

A. The municipality is a civic juridical institution with financial and administrative independence. Its boundaries, functions and powers are established, cancelled and designated in accordance with the provision of this Law.

B. 1. With the exception of the Aqaba Special Economic Zone Authority (ASEZA) and the Petra Development and Tourism Region Authority (PDTRA), the municipality shall be administered by a municipal council consisting of the mayor, heads of the local councils and a number of these local council members who have won the highest number of votes. The number of members in the council shall be determined the Minister in a decision published in the Official Gazette provided that the number of the council members is no less than seven members, including the mayor.

2. The area of the municipality may be divided into local councils under a decision by the Minister published in the Official Gazette. The decision shall also establish the boundaries of the local council and the number of members elected to it, provided they are no less than five members. The member with the highest number of votes shall be head of the local council.

3. If the area of the municipality is not divided into local councils, the municipality will be administered by a council consisting of a mayor and a number of members to be determined by the Minister in a decision published in the Official Gazette.

C. 1. The Council of Ministers shall divide the Greater Amman Municipality into local Councils. The number of these councils and their relevant members are determined by a decision taken by the Council of Ministers published in the Official Gazette, provided that the number of members of each local council is no less than five including the head of the local council. The head of the local council shall be the member with the highest number of votes.
2. The Greater Amman Municipality shall be administered by a council whose number of members shall be decided by the Council of Ministers and it shall comprise of:

a. Heads of its local councils provided that they constitute 75% of the number of the council’s members.

b. The Council of Ministers shall appoint the remaining number of the council’s members upon the recommendation of the Minister.

3. The Council of Ministers shall appoint Amman’s Mayor from among the members of the Council of the Greater Amman Municipality upon the recommendation of the Minister.

Article 4 A. 1. The Council shall convene at the Municipality building for an ordinary session at least once a week at the invitation of the mayor or his/her deputy in case he/she is absent, with the exception of the Council of the Greater Amman Municipality, which shall convene at least once a month.

2. The mayor may invite the council to convene for an extraordinary session, provided that the invitation lists only the topics to be discussed.

3. At least a third of the council’s members may ask the mayor to call for an extraordinary session, provided that the request includes only the topics to be discussed. The mayor shall send the invitation and convene this session within one week from the date the request was submitted.

4. The members of the council shall be informed about the date of each session and its agenda at least one day before it is held. The date and agenda shall be advertised in a visible place at the municipality building, and no topic may be discussed outside the agenda.

5. If the mayor or his/her deputy is absent, the session shall be chaired by the oldest member in attendance.

6. The council’s sessions shall be in public and every citizen with a direct interest in any topic listed on the agenda may participate in the discussions on that topic, provided that the decisions are made in a confidential meeting. Confidential sessions may also be held for the topics deemed necessary by the Council.

7. The decisions and proceedings of the sessions shall be recorded in meeting minutes that signed by the mayor and the members.

8. The quorum for the council's meeting shall consist of a majority of its members in attendance. If this quorum is not met in two consecutive sessions, the third session
shall be considered legal provided that the attendees are no less than one third of the council’s members.

9. Council decisions are taken by a consensus or majority of the votes of the members in attendance. When the votes are tied, the side for whom the chair of the session voted shall prevail. The member in opposition must outline the reasons for his/her opposition in writing.

10. The Council may form committees from among its members to address any of the matters brought to its attention. The committees’ recommendations shall come into force as soon as they are approved by the council.

B. The Local Council shall convene at least once a week and it shall be subject to the provisions stipulated in paragraph A of this article.

C. The Council and its mayor shall undertake all duties that the local council is mandated with along with its head if the municipality area is not divided into local councils.

Article 5
A. Taking into account the provisions of the valid legislation, the council shall undertake municipality area:

1. Approving the general budget and annual budget of the municipality and have it endorsed by the Minister.

2. Drafting strategic and development plans and draft a guidebook on the municipality's needs and priorities and submit them to the Executive Council.

3. Drafting programs and follow-up on their implementation to achieve sustainable development with the participation of local communities. Managing all local services, facilities and projects it is mandated with through its staff and contractors, or jointly with other municipalities or any other competent entity or through setting up institutes owned by the municipalities, either alone or in cooperation with the private sector, along with local community institutes on condition of the Minister's prior approval of this.

4. Creating, endorsing and implementing development projects that benefit the inhabitants within the municipality area, and submit them to the executive council.

5. Municipal planning which includes, constructing, canceling and modifying streets, identifying their length and width, paving and asphalting them, building sidewalks,
maintaining, cleaning and lightning streets, giving them names or numbers, numbering their buildings, embellishing and landscaping them and preventing any encroachments on them.

6. Monitoring open lands and asking their owners to build fences around them, taking all measures to protect streets and roads.

7. Coordinating with the concerned authorities to identify locations of schools and places of worship and maintain them.

8. Coordinating with the concerned authorities to manage water supply and distribution to inhabitants, organizing water supply and preventing pollution of springs, canals, basins and wells.

9. Coordinating with the competent authorities on the management of power and gas supply to the inhabitants and participating in identifying sites of transfer plants.

10. Coordinating with the competent authorities to set up, manage and monitor sewage systems and restrooms.

11. Setting up and organizing public markets and identifying the types of goods sold in each of them or ban their sale outside them.

12. Organizing crafts and industries and identifying their locations as well as monitoring shops and businesses that cause disturbance or are harmful to public health in coordination with the Administrator.

13. Contributing to the upgrading of public transport networks within the boundaries of the municipality. Establishing, identifying and organizing stops for transport vehicles and identifying their routes, and participating in identifying their tariffs when necessary within the boundaries of the municipality, taking into account the provisions of the other laws.

14. Communicating with the Executive Council on reports submitted to it by the local councils on the performance of the public facilities within its area.

15. Setting up squares, gardens, parks, restrooms, and areas for swimming.

16. Taking precautions to prevent fires in coordination with the Administrator.

17. Taking precautions to prevent damage caused by floods, water torrents and snow and contributing to relief victims of fires, floods, earthquakes and other disasters.
Collecting and distributing donations among them. Contributing to establishing public shelters, designate their locations and taking the necessary measures to protect the lives of citizens in coordination with the concerned competent authorities.

18. Taking all precautions and measures necessary to maintain public health and prevent of public hospitals and health clinic projects as well as other health facilities.

19. Setting up museums, public libraries and cultural, sports, social and art clubs.

20. Setting up slaughterhouses and markets for the sale of animals, livestock and birds, and examine those to be slaughtered, as well as taking precautions to prevent their affliction with diseases.

21. Recycling, treating and dumping wastes and designate allowances for this.

22. Determining locations and specifications of cemeteries, setting them up, and protecting their sanctity, the transport and burial of deceased persons and the suspension of burials there in coordination with the competent authorities.

23. Licensing billboards and advertisements and designate their fees.

24. Taking the necessary decisions to demolish dilapidated buildings that might fall and take the necessary decisions regarding buildings that are harmful to public health or those that emit bad and harmful odors, after notifying their owners, occupants or those in charge of them.

25. Monitoring scales and weights in public markets outside shops and warehouses.

26. Managing the municipality's property and funds, and spend from them to perform the duties and responsibilities of the municipality as well as constructing the required buildings on land owned by the municipality to rent, mortgage, sell and donate them, and purchasing others in compliance with the provisions of this Law. Accepting.

Grants, endowments, bequests and donations provided that they are approved by the Council of Ministers in case they come from a non-Jordanian source. 27 Investing the movable and unmovable funds of the municipality designate the fees for their investment and providing an investment-friendly environment by removing any impediments to investment. Encouraging competition in the practice of economic activities by simplifying procedures to ensure the best use of resources.

28. Contributing to servicing tourist and heritage facilities within the area of the municipality; how to manage them, utilize and invest in them.

29. Organizing restaurants, cafes, clubs, playgrounds, theaters, cinemas, and public entertainment parks and arranging their opening and closing times.
30. Entering into contracts with other municipalities and entities and undertake all other action that must be taken pursuant to this Law or any other legislation.

B. The Council may practice the tasks and functions mentioned above directly through its workers or in partnership with other municipalities or other competent authorities, or may delegate some or all of them to other contractors.

C. The workers named by the Minister upon recommendation by the Mayor shall be considered members of the judicial police pursuant to the provisions of the valid Criminal Procedural Law.

D. The council may, with approval from the Minister, delegate any of his powers or functions to any local council pursuant to public interest requirements, provided that the authorization is specific and time bound.

E. If a government department or any other entity undertakes any of the functions listed in paragraph A of this Article as part of its work, this shall be done in coordination with the Municipality.

F. The Council may charge fees for the vegetables and fruits displayed in the markets, as well as for the works and matters outlined in the Articles. The amount of fees or percentages of which, as well as means of collecting them are outlined according to regulations issued for this purpose.

G. 1. The Council of Ministers may issue the necessary regulations according to which the Council may charge fees for opening roads or paving them for the first time to be paid by the owners of real estate on both sides of the road. The money is a portion of the expenses of opening and asphalting the road. This portion is determined by the Council according to the length of their property aligning the road on condition that this does not exceed 50% of the total amount of the expenses.

2. The expenses imposed according to item 1 of this Paragraph prior to the validity of this Law shall be considered imposed in accordance with this Law, whether they were collected or not at the time of its passing.

Article 6 – Taking into account the provisions of any other legislation, the local council, within its boundaries, shall be mandated with the following functions, powers and authorities:

A. Proposing the establishment of development projects that have a public benefit and submit them to the Council.
Appendix No. 02: Law on Municipalities

B. Contributing to the drafting of strategic and development plans and a working out a guide on the needs within its boundaries in cooperation with the civil society institutes, and submit them to the Council.

C. Identifying the streets to be opened or modified, and recommend that to the Council.

Monitoring the municipality streets, maintaining, cleaning, lightning, and embellishing streets through greening and preventing encroachment on them, as well as monitoring the open lands around the streets and asking their owners to establish fences around them.

D. Participating in identifying locations of public and vocational schools and places of worship and the area's needed for their establishment.

E. Participating in setting the course for water, power and gas distribution networks.

F. Identifying the areas that need sanitation and communicate with the Council in this regard, as well as participating in identifying the course of the sanitation networks.

G. Monitoring the public markets and the types of goods sold in them, and monitoring weights and scales in public markets outside the shops and warehouses.

H. Monitoring the shops and businesses that cause unrest or are harmful to public health, in coordination with the Administrator.

I. Monitoring public transport vehicle stops.

J. Identifying the needs of the area in terms of parks and gardens, inform the Council of this, and monitoring and organizing them.

K. Monitoring the sale of fuel and inflammable items and their storage, verify their maintenance and ascertain the presence of extinguishers.

L. Participating in identifying the locations of public hospitals, health centers and any health establishments, and deciding on the area's need for these establishments.

Drafting reports on the progress of work when setting up such facilities to submit them to the Council.

M. Monitoring food items and taking measures to prevent fraud and destroy spoiled items.

N. Monitoring museums, public libraries, and cultural, sports, social and technical clubs according to the valid legislation.

O. Designating the locations of the slaughterhouses and markets for the sale of animals and livestock. Monitoring the slaughtering of livestock and the drainage of
their leftover, as well as prohibiting their sale outside these markets. Monitoring the animals used in transport and towing.

P. Collecting and transporting the garbage and wastes from the homes and public facilities in an organized way. Monitoring homes and shops to verify the drainage of their wastes in an organized fashion, and taking the necessary measures to exterminate bugs and rodents in the area.

Q. Participating in the designation of cemetery sites, monitoring them, and protecting their sanctity.

R. Monitoring commitment to the terms and conditions of billboards and advertisements and verifying their necessary licensing.

S. Identifying the dilapidated buildings and report to the Council to take the appropriate decision. Implementing the decisions taken by the council to demolish such buildings or other buildings that are harmful to public health or that produce bad and harmful odors, after notifying their owners, occupants or those responsible for them, in coordination with the Administrator.

T. Drafting a subsidiary budget for the local council and submit it to the Council for approval.

U. Proposing plans and programs to achieve sustainable development in cooperation with the local communities, and drafting biannual reports about the progress in implementing these plans and submit them to the Council.

V. Contributing to servicing tourism and heritage facilities located within the local council’s area.

W. Monitoring restaurants, cafes, clubs, courts, theaters, cinemas, and other public amusement parks.

X. Producing building and construction licenses and monitoring the construction of buildings, their demolition and their redesigning in accordance with the valid legislation.

Y. Monitoring and organizing street sellers, roaming photographers, porters, street vendors and umbrellas.

Z. Licensing the ownership of animals, monitoring stray animals and prevent any risks they may cause.
A. Monitoring the performance of public facilities and drafting reports on their progress to be submitted to the Council.

**Article 7**

A. The mayor is the primary person in charge of the municipality, and is the reference for its manager and departments. He shall lead its staff and shall have the following duties and powers:

1. Invite the Council to meet at the times decided by him, announce these times, draft the agendas, inform the members of the agendas, chair and administer the Council’s sessions, and supervise the work of the Council’s committees or any other committees related to the work of the municipality.

2. Sign the contracts and agreements approved by the Council.

3. Represent the municipality in meetings and conferences. The Minister’s approval is required if the participation is outside the Kingdom.

4. Protect the rights of the municipality and defend its interests via legal channels.

5. Sign agreements, MoUs, protocols and twinning agreements with relevant entities inside the Kingdom as agreed upon by the Council. If such entities are outside the Kingdom, this shall require the Minister’s approval.

6. Submit the municipality’s draft budget, strategic plan and the draft guide of local needs to the Council for approval.

7. Present documents submitted to him by the manager and are needed to be put forward to the Council to take the necessary decisions in their regard.

8. Any other tasks assigned to him in accordance with the provisions of this Law and the regulations issued pursuant to it.

B. The deputy mayor shall practice the duties and powers of the mayor upon his absence or upon the vacancy of his position for any reason.

C. The mayor may delegate any of his powers stipulated in this Law and the regulations issued pursuant to it to his deputy or any member of the Council or the manager, on condition that this delegation is in writing, specific, and associated with a decision by the Council and that the Minister is informed of this.

**Article 8**
A. The head of the local council shall abide by the decisions of the Council and the local council, and shall implement them. He shall undertake the following duties and powers:

1. Invite the local council to convene at times decided and advertised by him, shall draft the agenda and inform the members of it, and shall chair and administer the sessions.

2. Represent the local council before the Council and the official bodies, and at meetings and conferences.

3. Guide correspondences regarding the work of the local council.

4. Issue the necessary licenses to initiate road digging works to install water, power and sanitation networks and others, in return for a guarantee that ensures reinstating the situation to its previous condition, at the expense of the license applicant.

B. The deputy head of the local council shall undertake the duties of the head of the local council and his powers upon his absence or upon the vacancy of his position for any reason.

**Article 9**

A. As of the date of this Law coming into effect, an executive manager shall be appointed in each municipality on condition that he fulfills the following conditions:

1. He/she is a Jordanian national

2. He/she has a first university degree at a minimum in engineering, management, or city planning.

3. He/she has no less than seven years of experience and knowledge in municipality work in line with the requirements of the work for the first and second class municipalities, and no less than three years for the third class municipalities.

4. He/she has not been convicted of any crime or misdemeanor related to honor and public morality.

B. The manager shall be appointed under a decision of the Minister, at the recommendation of the Council. His/her services shall be terminated in the same way. The decision shall determine the salary of the manager, his/her bonuses, terms of employment, and all other financial rights, provided these are provided through the municipality fund according to the valid regulations.
C. The manager is responsible for the administrative body and is responsible for monitoring and guaranteeing the smooth operation of that body at the municipality, and shall undertake the following duties and powers:

1. Execute the decisions of the Council under the supervision of the mayor and follow up on the implementation of the contracts concluded between the municipality and other parties.

2. Draft the council’s agenda, attend the meetings and participate in the discussions, without having the right to vote.

3. Supervise the maintenance of municipality’s properties and funds, and protect them.

4. Follow up on implementing the municipality’s annual action plan.

5. Draft the annual budget and the annual and biannual report as well as the closing financial statements, and submit them to the mayor on time.

6. Monitor and follow up on the collection of municipality revenues, order the payment of expenses and issue money transfers according to the decisions taken in compliance with the provisions of this Law.

7. Qualify the municipality staff and train them to build their capacities and competences technically and administratively, and offer ideal services to members of the local community.

D. The manager is responsible before the mayor for the work he is mandated with.

E. The manager must abide by the items of the approved annual budget.

**Article 10**

A. The municipalities shall be classified into the following three classes:

Class One: Municipalities of the governorate centers and any other municipality with a population exceeding one hundred thousand.

Class Two: Municipalities of the centers of liwa’ and municipalities with a population exceeding fifteen thousand and not exceeding one hundred thousand.

Class Three: Other municipalities not listed within the first and second classes.

B. For the purposes of classifying the municipalities stipulated in Paragraph A of this Article, the Minister shall decide to classify any municipality based on the actual or estimated official statistics released by the General Statistics Department.
C. To fulfill the purposes of classifying the municipalities, the rights of the municipality and its obligations shall be determined by regulations issued for this purpose.

D. The municipal councils and local councils shall continue their work until their terms end unless they are dissolved in accordance with this Law.

**Article 11 – Taking into account this Law or any other legislation:**

A. The Council of Ministers may, at the recommendation of the Minister and the Administrator, decide to expand the boundaries of any town, or narrow or amend them, or annex any municipalities or population centers or parts of them that are neighboring each other, thus forming a municipality in the meaning meant by this Law, or may segregate any of them or parts of them in any formation that is decided. The Minister may determine the boundaries of the augmented municipality based on the recommendation of the Director of the Central Cities and Villages Regulation Department. The decision shall be communicated to the Minister of Finance and shall be published in the Official Gazette.

B. Any municipality augmented according to the provisions of Paragraph (A) of this Article shall be named by the Minister and shall be subject to this Law.

C. The Minister shall decide the class of the augmented municipality in accordance with the provisions of Paragraph A of this Article and in compliance with the classification stipulated in Paragraph A of Article 10 of this Law. He shall form a committee for it that has the powers of the council and shall appoint a head for the committee from among its members. It shall convene its meetings in accordance with this Law and shall continue its work until the council is elected in the first elections that are held in accordance with this Law.

D. The municipality that is augmented in accordance with the provisions of Paragraph A of this Article, when it is decided that it will practice its functions and powers, shall become the de facto and de jure successor of the municipalities, population centers and areas annexed to it. Those municipalities shall be deemed dissolved and all the movable and unmovable funds, as well as all their duties and obligations shall be transferred to the augmented municipality. Moreover, the workers and workers who had been working for those municipalities shall become workers and workers for the augmented municipalities and shall transfer to it all their rights and duties. Their services at the augmented municipality shall be considered a continuation of their previous services.

**Article 12**
Appendix No. 02: Law on Municipalities

A. The “Greater Amman Municipality” shall be considered a municipality subject to the provisions of the legislation that applies to the municipalities and local councils, with the exception of provisions that stipulate otherwise with regard to the Greater Amman Municipality in this Law or in any other legislation.

B. In spite of Article 11 of this Law, the municipalities annexed to the Greater Amman Municipality prior to 1990 shall remain as they are when the Law comes into force.

Article 13

A. The Greater Amman Municipality’s area of jurisdiction shall be subject to the legislation issued for this purpose. To achieve the purposes of this paragraph the phrases herein shall have the meanings designated for them hereunder wherever they may appear in this Law or any other legislation, unless the context indicates otherwise:

Capital Municipality: Greater Amman Municipality

Capital Mayor: Mayor of Greater Amman Municipality

Capital Council: Greater Amman Municipality Council

B. The Greater Amman Municipality Council may form a committee or more from among its members and mandate those committees to undertake any of its duties and powers in accordance with this Law or with terms and restrictions stated in any other legislation during a period determined by the council. An exception of this are the powers stipulated in Articles 15, 17, 25, 26 and 27 of this Law which the council may not delegate to any entity in any case. The council may cancel or amend the delegation.

The provisions of this paragraph shall apply to any committee formed to act in place of the council in the practice of its functions and powers.

Article 14 – In spite of the provisions stated in any other Law:

A. The Council shall practice in the first and second class municipalities the powers of the Liwa’ Cities, Villages and Buildings Regulation Committee stipulated in the Law of Regulating Cities, Villages and Buildings. The Council may delegate these powers to a committee formed from its members, provided the competent manager of municipal affairs is a member in both committees.

B. Each of the local councils in its jurisdiction is considered a local committee for regulation and buildings. The council shall appoint a municipality engineer as a
secretary for the committee. Each of these committees in its jurisdiction is one of the cities regulation local.

Committees in all aspects as well as the purposes stipulated in the valid Law of Regulating Cities, Villages and Buildings. It may, therefore, send a copy of every decision, order, notice, instructions or license it issues to the mayor as soon as they are issued. The mayor may appeal them before the committee within fifteen days from the date of being notified if they are decisions that are not subject to ratification of the liwa’ regulation committee.

If the committee insists on its decision the dispute shall be referred to the council as a committee of liwa’ regulation or the committee delegated by it to dispose on it.

Article 15

A. 1. The unmovable funds of the municipality shall be registered in the name of the municipality. These assets shall not be sold, allocated, endowed, mortgaged or rented without a decision by the council taken on the basis of a recommendation by the investment committee formed pursuant to item 2 of this paragraph on condition the decision is subject to the Minister's approval if it is for a period exceeding five years.

2. At the municipality, an investment committee shall be formed, headed by the mayor and includes among its members the manager of the municipality, the manager of investment in the municipality, if there is any, the manager of the development unit at the municipality, if any, and the manager of the legal department at the municipality.

This committee shall submit its recommendations to the council to take the necessary decisions in this regard.

B. The funds of the municipality shall be considered public funds for the purposes of collecting them in the same way state funds are collected or in the same manner municipal funds are collected as stipulated in this Law.

C. Seizure of the municipality unmovable funds is prohibited, as is the seizure of movable assets allocated for offering its services, with the exception of cash money owned by the municipality, which may be subject to seizure.

D. The municipality shall enjoy the exemptions and facilities offered to ministries and government departments.

Article 16
A. The financial resources of the municipality shall consist of the following:

1. Taxes, fees and any other funds levied in accordance with this Law and any regulations issued pursuant to it, or any other law or regulation that stipulates the collection of taxes or fees for the municipalities.

2. The returns of investment projects.


4. Aids and grants, on condition that they are approved by the Council of Ministers if they are from a non-Jordanian source.

B. The taxes and fees due pursuant to the laws and regulations that were valid before this comes into force shall continue to be subject to collection as if they were due pursuant to it.

C. Taxes, fees and any other funds imposed in the interest of the municipality shall be collected by the council, local council, government, or contractors or agents that are contracted for this purpose according to provisions of this Law.

Article 17

A. The council may borrow funds from any entity on condition of approval by the Minister on the loaning entity, the purpose for which it will be spent, the amount of interest, method of repayment, and any other conditions that may be necessary to obtain this loan.

B. If the loan transaction stipulated in paragraph A of this Article requires a government guarantee, the Council of Ministers approval may be secured.

Article 18

A. The buildings within the walls of the old city of Jerusalem shall be subject to the building and land tax in spite of their exemption of government tax. The Jerusalem Municipality shall estimate the value of net annual rent according to the principles of the Buildings and Land Tax Law within the municipality areas.

B. The tax stipulated in paragraph A of this Article shall be subject to the provisions of the Buildings and Land Tax Law inside the areas of the municipalities in terms of estimation, review, collection, exemptions and fines.

C. The tax class referred to in paragraphs A and B of this Article shall be as follows:
1. 7% of the net value of annual rent of buildings, including the area on which they are built or surrounding it.

2. 5% of the net value of annual rent of lands that are not classified as building areas.

**Article 19**

A. The local council shall charge the buyers of movable funds that are sold by public auction within their boundaries a fee of 5% of the last bid.

B. All sales by public auction shall be conducted through auctioneers appointed by the mayor, and the municipality may charge auctioning fees at the beginning of every fiscal year by public auction.

**Article 20**

A. In spite of the provisions of any other law, 50% of the fees and taxes levied on the oil derivatives imported or produced in the Kingdom shall be deducted and transferred to the municipalities.

B. The percentage stipulated in paragraph A of this Article shall be distributed in the interest of the municipalities and the joint service councils according to paragraph B of Article 23 of this Law or any legislation replacing it.

**Article 21**

40% of the fees collected under the Traffic Law for vehicle ownership licenses shall be deducted and transferred to the municipalities.

**Article 22**

The fines collected for Traffic Law violations and health and municipal violations shall be deducted and transferred to the municipalities.

**Article 23**

A. The revenues collected by the government in the interest of municipalities according Articles 20, 21 and 22 of this Law shall be held in a trust for the municipalities at the Ministry of Finance, and shall be transferred at the end of each month to the Cities and Villages Development Bank.

B. These revenues shall be distributed to the municipalities according percentages decided by the Council of Ministers following the recommendation of the Minister, provided that the considerations hereunder are taken into account when determining the share of each municipality:

1. Class of the municipality

2. The area and number of population of the municipality
3. Percentage of its contribution to revenue collection
4. Its location and geographic nature
5. How much it needs for development projects
6. Limits of resources
7. Its responsibilities that are not of a local nature
8. Distinction in performing its duties and responsibilities.

C. The Council of Ministers may, upon recommendation of the Minister, allocate a portion of these revenues for the following items:
1. Paying financial assistance to the joint service councils and villages with no councils to enable them to implement important projects that require assistance
2. Paying expenses of the municipality account auditing
3. Payment expenses and expenditures borne by the Ministry in return for offering services of a technical nature to the municipalities.

Article 24
A. If an amount of money is due to the municipality pursuant to this Law and it is not paid within one month of its due date, the indebted shall be notified in writing of the type of the amount, how much it is, and the duration for which it is due, and the need to pay it within two weeks of the notification date.

B. The notice shall be handed to the indebted in person. If he is not available, or refuses the notice, the notice shall be deemed delivered, as soon as it reaches his last known place of residence or it sent by registered mail to his last known address.

C. If the amount is not paid within the period set in paragraph A of this Article, the mayor may collect the funds due to the municipality through the enforcement department in the same way ordinary debts due by a final court rule are collected.

D. Every indebted who objects to the validity of the debts may file a lawsuit at the competent court within the period set in paragraph A of this Article on condition he pays the sum demanded from him or offers insurance regarding his objection, approved by the court, until the case is disposed, unless the fees of the lawsuit were postponed due to his poverty.

E. The provisions of this Article do not apply to the taxes and fees stipulated in this Law or any regulations issued pursuant to it or in any other law or regulations, which are collected by government in the interest of the municipalities.
Article 25 – Based on a decision by the council and the recommendation by the Minister, The Council of Ministers may decide to void any amount due to the municipality if, after five years of their due date, it is assessed that they cannot be collected. It may also, in the same manner, decide to void any part of an amount due to the municipality if it is assessed that it best ensures justice and equity, or if it is assessed that this is in the interest of the municipality.

Article 26

A. The council shall draft the annual budget of the municipality with the budgets of the local councils, and they shall only come into effect after their approval by the council and the ratification of the Minister, provided that the salaries and allowances of the staff do not exceed 50% of the budget in the municipalities where the salaries and bonuses exceed this. This percentage becomes 40% of the budget five years after this Law’s entry into force. The Council of Ministers shall decide this percentage after the elapse of this period.

B. The council shall augment the staffing table.

C. The council shall spend, within the boundaries of the local council, no less than 50% of the revenues of that local council. It may distribute the remaining amount to other local councils whose revenues are limited or whose revenues do not enable them to carry out development projects. It may also spend them to establish central or major projects serving the municipality.

D. The council may attach an annex to the budget provided that it follows the provisions stipulated in paragraph A of this Article.

Article 27

A. The mayor shall augment a closing account for the year ended within four months, at the most, from its end.

B. The council shall approve the closing account and send it to the Minister for approval.

Article 28 – The municipal and local council accounts shall be audited by the Ministry, and they shall be subject to the monitoring of the Audit Bureau.

Article 29 – The mayor shall draft a biannual report on the work conducted in the area of the municipality. A copy shall be sent to the Minister with comments by the council on it.
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Article 30 – The municipality shall adopt a seal to use for its documents. The seal shall be supported by the signature of the mayor or his deputy, or any other worker delegated by the council for that purpose.

Article 31

A. The Minister may, upon recommendation by of the Governor, establish joint service councils for a group of municipal councils, villages or population centers that is a juridical entity. It shall undertake the powers of the municipal council outlined in the valid laws, with regard to joint services and projects undertaken.

The Minister may, upon recommendation by the Governor, dissolve the joint service council or annex any municipality, village or population center to it.

B. The Council of Ministers may issue the necessary regulations to execute the provisions of paragraph A of this Article with regard to the following matters:

1. Identify the functions of the joint services council and its powers in managing and operating joint projects.

2. Appoint a council head and members, provided that the number of representative members, named by the municipality councils in the council, is no less than two thirds of its members.

3. Collect taxes, fees, returns and wages for the joint projects undertaken by the council and determine their means of collection.

4. Affairs of the workers, staff, and supplies.

5. Contribute to financing the joint service council, drafting its budget and approving it.

6. Liquidate the work of the joint service council, its rights and its obligations, upon dissolution.

Article 32

A. The term of the council or the local council is four years as of the date it assumes its duties pursuant to paragraph A of Article 62 of this Law. The council or local council may be dissolved before its term is over and a committee formed to conduct its duties until the end of its term and the election of the new council or local council, by a decision of the Council of Ministers upon recommendation by the Minister with a statement outlining the justifications.

B. 1. The mayors and members of municipal councils and members of local councils shall be elected according to the times set in this Law every four years. If a municipal
council or local council is dissolved in compliance with this Law before it completes its term, the Minister shall appoint a provisional committee for the municipality or local council area provided that the elections are held within six months from the date of dissolution. If the new council is not elected within this period the dissolved council shall resume its duties until the termination of its earlier term.

2. In spite of item 1 of this paragraph, the Minister may postpone elections in any municipal or local council or more or all councils and local councils for no more than six months if necessitated by public interest or the soundness of elections. The duration of the postponement shall be considered part of the legal term of the council or the local council, provided that the municipality in this case is administered by a provisional committee appointed by the Minister.

If the duration of postponement ends and it is not possible to conduct elections, the Council of Ministers shall take the appropriate decision in that regard.

C. If the number of the council or the local council members falls short of the quorum, the Minister may, with the approval of the Council of Ministers, complete the number from among the candidates who come next in the number of votes and if not, then from among the voters, who have the right for candidacy and eligible to vote. He may also, with the approval of Council of Ministers, consider the council dissolved, and consequently a provisional committee is formed to undertake its duties in accordance with this Law.

Article 33

A. Women shall be allocated only one seat in the local council from among the seats set in Article 3 of this Law. It shall be occupied by the candidate with the highest number of votes to the number of the actual voters, but was not successful in direct competition with the remaining candidates. If no woman stands for the elections of the local council, the Minister shall appoint one from among the women voters registered in the voter lists for that local council.

B. 1. Women as members of the council shall be allocated no less than 25% of the number of council seats, to be occupied by women who are members in the local councils in the council’s jurisdiction and won the highest number of votes to the number of actual voters in their local councils. In case the percentage is the same for more than one candidate, the head of elections shall draw lots among them. If the number equal to this percentage is not available to fill the seats from among the council members, the Minister shall appoint them within the limits of this percentage from among the women voters.
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registered on the voter lists in the municipality's area. The provisions of this Article shall apply to the Amman Municipality Council with the exception of the calculation of 25%, which shall be from among the number of GAM elected council members.

2. If the municipality area is not divided into local councils, women shall be allocated a percentage of no less than 25% of the council seats, to be occupied by women who received the highest number of votes but were not successful in direct competition with the remaining candidates. If the required number of women candidates does not apply and the required number equal to this percentage is not available from among the members of the council, the appointment shall be made by the Minister’s decision within the limits of this percentage and from among the women voters registered on the voter lists in the municipality's area.

Article 34

A. 1. The Council of Ministers shall issue a decision to conduct elections for the mayors and members of the councils and members of the local councils. The Commission shall set the date of election and it shall be published in the Official Gazette.

2. The Commission shall take the necessary measures for the elections stipulated in item 1 of this Paragraph four months prior to the date set for the elections.

B. In spite of item 1 of paragraph A of this Article, the Commission may set a special election day for some councils or local councils on a day other than the date set according to the provisions of that paragraph if necessary for the safety of the elections or public interest.

C. If it is not possible to conduct the elections, the Council of Ministers may, upon the recommendation of the Minister, extend the term of the existing council until the elections are conducted.

Article 35

The Commission shall manage all phases of the electoral process in accordance with its Law. The Board of Commissioners shall, to that end, conduct the following:

A. Draft a budget for the electoral process and submit it to Council of Ministers for approval.

B. Appoint the heads and members of election committees

C. Form the necessary committees for the electoral process.
D. Approve timelines for the processes of development of voter lists and candidacy.

E. Identify the entities, locations, and means through which voter lists and candidate names are announced.

F. Adopt the specifications of the ballot boxes, ballot papers, official stamps of the polling and counting committee and the electoral process forms.

G. Identify the polling centers in the municipality’s area and the number of polling stations in each local council, and form the polling and counting committees and any other support committees

H. Adopt final voter lists.

I. Coordinate with the competent authorities to draft a security plan to guarantee a safety of electoral process.

J. Develop principles for the accreditation of candidate representatives at the polling centers, mechanism of objection on procedures and decisions of the polling and counting committees, and giving the necessary licenses for this in accordance with Executive Instructions issued by the Commission for this purpose.

K. Develop principles for the accreditation of representatives of the concerned civil society institutes, media representatives and any local and international observers to look into and observe the electoral process, and give the necessary licenses for this in accordance with Executive Instructions issued by the Commission for this purpose.

L. Consider any matter presented to it with regards to the electoral process and take appropriate decisions and procedures in their regard.

M. Adopt, announce and publish the final results of the elections in the Official Gazette.

N. Consider and decide on candidate applications referred to it by the election committees.

**Article 36**

A. An election committee shall be formed by a decision of the Commission for every municipality, and its head and members shall be appointed in the formation decision.

B. The heads and members of the election committees shall take an oath upon assuming their duties before the Chairman of the Commission's Board of Commissioners or one of the Commissioners who are authorized for this purpose, as follows:
"I swear by Almighty God to undertake the duties with which I am charged with honesty, integrity, and neutrality".

C. The election committee shall undertake the following duties and authorities:

1. Receive the voter lists from the Commission and display them.
2. Open and equip an operations room to manage the electoral process in the municipality.
3. Receive candidate nomination applications and refer them to the Commission.
4. Provide polling committees with the electoral process supplies.
5. Extend the voting period with the approval of the Commission for no more than two hours.
6. Announce preliminary results in the municipality and submit three copies of the final counting form to the Commission.
7. Provide the Commission with all papers, supplies, records and forms of the electoral process.
8. Any other duties as charged by the Commission.

**Article 37**

A. 1. The mayors, members of the councils and members of the local councils shall be elected secretly and directly at the same time, on two separate ballot papers, in one polling process.

2. The voter shall have a number of votes equal to the number of members in his/her local council. If the municipality’s area is not divided into local councils, the voter shall have a number of votes equal to the number of council members.

B. The voter shall not use his/her right to vote more than once.

**Article 38**

A. 1. The Department, using computers and on the basis of the national number and in coordination with the Commission, shall develop the preliminary voter lists ordered by men and women for everyone with the right to vote and in possession of the card based on the voter place of residence in the Department’s records.

2. The voter shall not be registered in more than one voter list for a single polling station.

3. The voter list shall be developed for men and women in a manner that guarantees the demonstration of voters’ names in every polling station.
4. The Executive Instructions shall set out the data that must be included in the preliminary voter list.

B. The Commission shall display the preliminary voter lists provided to it by the Department on the Commission’s website and by any means the Commission deems appropriate to inform the public. Every head of election committee shall be supplied with the preliminary voter lists of the municipality’s area, and the head of elections shall display them for seven days in the areas outlined in the Executive Instructions for the voters to see them.

Their display locations shall be announced in two local daily newspapers.

C. 1. Every person whose name does not appear on the voter list or who had a mistake in his/her personal data in the list may submit a request to the head of elections in the municipality’s area to include his/her name in the list or correct the mistake in his/her data, or to change his/her polling center.

2. The voter whose name appears in the preliminary voter lists may object in writing to the Commission according to the procedures stipulated in the Executive Instructions on the registration of others in the preliminary voter lists within the boundaries of his/her local council or council, attaching the support documents of his/her objection.

3. The request or objection stipulated in items (1) and (2) of this paragraph shall be submitted within a period not to exceed ten days as of the day following the date the heads of election committees display the preliminary voter lists.

D. The Commission shall decide on the requests and objections submitted to it in accordance with paragraph C of this article within ten days as of the day following the date of preliminary voter lists display’s end.

E. The Commission shall display the lists relevant to the results of the objections and requests submitted to it for three days through the heads of the election committees in the locations designated in the Executive Instructions for the voters to see them.

F. The decisions of the Commission in accordance with paragraph D of this article shall be subject to challenge by the person or voter concerned on the request or the objection before the Court of First Instance in whose jurisdiction the municipality falls, within a period not to exceed three days as of the day following the date of their display’s end in the designated locations.
G. The Courts of First Instance shall decide on the challenges submitted to them in accordance with the paragraph F of this Article within seven days as of the day following the day of receipt by the court’s administration. The decisions of the court shall be final.

H. The Court shall supply the Commission with a copy of its decision within three days as of the day following their date of issue. The Commission shall send copies of these decisions to the Department for the necessary action to be taken to correct the preliminary voter lists within seven days as of the day following the date of receipt in accordance with Executive Instructions issued for this purpose.

I. After the conclusion of the procedures and deadlines stipulated in this Article and the corrections are made in light of the decisions taken, the Department shall send the voter lists to the Commission.

J. When the Board of Commissioners adopts the voter lists sent it to by the Department in accordance with the paragraph I of this Article, these voter lists shall be considered final and the elections shall be conducted based on them.

K. The Commission shall publish the final voter lists on its website and by any other means outlined in the Executive Instructions, and shall supply every head of election committees with the final voter lists of the municipality’s area.

L. The Commission shall, in coordination with the Department, update the voter lists in accordance with instructions issued by the Board of Commissioners for this purpose.

M. The Commission may issue voter cards and adopt them in the municipality elections. The procedures for issuing and distributing them among the voters shall be outlined in the instructions issued by the Board of Commissioners for this purpose.

**Article 39**

A. Every Jordanian who has completed eighteen years of age on the date set by the Board of Commissioners shall have the right to elect mayors, members of councils and members of local councils if registered in one of the final voter lists.

B. The right to elect shall be denied for those who are:

1. Convicted of bankruptcy and have not recovered their status legally.

2. Insane, mentally retarded, or is under interdicted for any reason, in case the interdiction has not been lifted.
C. The courts shall provide the Department at the beginning of January and July of every year or any other date set by the Commission, with all the final decisions issued by it regarding interdiction and bankruptcy, provided that they include the full names of the persons against whom such sentences have been issued along with their national ID numbers upon this Law’s entry into force.

D. The Department shall take the necessary measures to remove the names of the deceased persons from its records to guarantee they are not included in the voter lists.

**Article 40**

A. Every person whose name is in the voter list may stand for the elections of mayor, member of the council or member of the local council if he/she fulfills the following conditions:

1. Has completed twenty-five years of age on the first day set for submitting candidacy applications.

2. His/her resignation was submitted one month prior to the date of candidacy if he/she is an worker or worker of any ministry, government department, public institution or municipality. The municipality’s lawyer wishing to announce his/her candidacy shall terminate his/her contract with it within this period.

3. Is not a member of any non-Jordanian political party.

4. Is not convicted of a crime or misdemeanor related to honor or public morality.

5. He was not ruled to be bankrupt without having legally regained his status.

6. Is not a member of the parliamen.

B. A person willing to stand for the election of mayor, member of the council or member of the local council, shall:

1. Have a financial clearance from the municipality upon submitting the candidacy application.

2. Have paid to the municipality’s accountant the amount of two hundred JDs for the first and second category, and one hundred JD for the third category. This amount shall be recorded as revenue to the Municipality’s fund, and is non-refundable, with the exception of the persons whose candidacy application is rejected, in which case he/she shall be refunded the amounts paid.

**Article 41**
A. Candidacy for the position of mayor, membership of the council or membership of the local council shall begin on the date set by the Commission, provided that it precedes the day set for elections by thirty days at least, and shall last for three days during official working hours, including official holidays. No candidacy application shall be accepted if submitted after the conclusion of this period.

B. No voter may stand for the elections of mayor and member at the same time.

**Article 42**

A. The candidacy application shall be submitted by the candidacy applicant or his/her representative to the head of the election committee on the form adopted by the Board of Commissioners along with the supporting documents and all data required in accordance with this law and the Executive Instructions issued according to it. The applicant shall be given a notice of application’s receipt.

B. The head of the election committee must refer candidacy applications and supporting documents to the Board of Commissioners every day by the means identified in the Executive Instructions. The Board of Commissioners shall issue its decision to accept or reject the application within seven days as of the day following the deadline for submitting candidacy applications.

C. 1. If the Board of Commissioners decides to reject the candidacy application, it shall justify the rejection. The head of elections shall notify the candidacy applicant of the rejection decision via the means identified in the Executive Instructions.

2. The candidacy applicant whose candidacy application is rejected may challenge the rejection decision before the Court of First Instance in whose jurisdiction the municipality lies within three days as of the day following the date of the rejection’s notification, accompanied by the support documents.

D. 1. The competent court shall decide on the challenge within three days as of the day following the date the court’s administration receives the challenge. Its decision on the challenge shall be final.

2. The court shall supply the Commission with copies of its decisions within three days as of the day following the date when they were issued.

**Article 43**
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A. The Commission shall record candidacy applications that are accepted by the Board of Commissioners or those accepted by the Court of First Instance in a special record for every municipality separately according to the date and time of their submission. The Commission shall develop a list of the names of candidates on the basis of that record in accordance with Executive Instructions issued by the Commission for this purpose.

B. The Commission shall display the names of the candidates whose applications were accepted on the Commission’s website and in the locations identified in the Executive Instructions. The Board of Commissioners shall publish those names in two local daily newspapers.

C. 1. Every voter shall have the right to challenge the decision of the Board of Commissioners to accept the candidacy of any of the candidates within the boundaries of his/her local council or council before the Court of First Instance in whose jurisdiction the municipality lies.

2. The challenge stipulated in item 1 of this Paragraph shall be submitted within three days as of the day following the date of displaying the candidate names stipulated in paragraph B of this Article, provided that it includes supporting documents.

3. The Court shall decide on this challenge within three days as of the day following the date of receipt by the court’s administration, and its decision in this regard shall be final.

D. The Court shall supply the Commission with copies of its decisions within two days as of the day following their issuance.

The Board of Commissioners shall take the necessary action to display the amendments made to the names of the candidates in accordance with the First Instance Court’s decisions in the same manner through which the names of the candidates were displayed according to paragraph B of this Article.

These names shall be the final ones for the candidates and they shall be published on the Commission’s website and by any means deemed appropriate by the Board of Commissioners to inform the general voters.

Article 44

A. The campaigning shall be free according to the provisions of this Law and the regulations issued according to it. It shall be permitted as of the date of candidacy according to this Law, and shall conclude 24 hours prior to the day set for the elections.
B. The provisions, principles and controls on campaigning, including controls on spending on campaigning, shall be set in Executive Instructions issued by the Commission for this purpose.

Article 45
A. Any candidate in any municipality may withdraw his/her candidacy by submitting a written request to the head of the election committee fourteen days prior to the date set for the elections.

B. The Commission shall announce the withdrawal of any candidate in the municipality in two local daily newspapers or any other means it deems appropriate.

Article 46
A. 1. If the period of candidacy comes to an end and it is access that the number of candidates for the membership of the council or the local council is equal to the number of seats allocated for it, the Board of Commissioners shall announce the victory of those candidates in uncontested competition along with the announcement of the final results.

2. The provisions of item 1 of this Paragraph shall apply to the mayor candidates.

B. If an insufficient number of candidates apply for candidacy in any municipality or local council area, the Council of Ministers may, at the recommendation of the Minister who relies on the recommendation of the Administrator, appoint the required number of members registered in the voter list for that council or local council, who fulfill the conditions for candidacy.

Article 47
A. The Board of Commissioners shall issue a decision identifying the polling centers in the municipality’s areas and the number of polling station in every local council. The decision shall be published in two local daily newspapers and in any place or through any means it deems appropriate.

B. The procedures of appointing the heads of polling and counting committees and their members, the procedures of the voting process, the voting of illiterate and disabled persons, the counting of the boxes, identifying valid and invalid ballots and the procedures followed in this regard, the filling in of the polling and counting forms, the tallying and tabulation of results, the announcement of the results, the packing of the ballots and forms, their transport, and other provisions and procedures related to these operations shall be outlined in Executive Instructions issued by the Commission for this purpose.
C. The ballot paper shall be considered invalid in any of the following cases:

1. If it is not signed by the head of the polling and counting committee, or if it is not stamped with the stamp of the district.

2. If it includes phrases or additions that indicate the name of the voter.

3. If the names written on it cannot be read because they are not clear.

4. If the ballot paper includes candidates’ names who exceed the number of members to be elected.

5. If the ballot paper for the election of the mayor has more than one name

D. If the name of a single candidate is repeated on the ballot paper, it shall be counted as one.

E. The decision of the head of the polling and counting committee with regard to any ballot paper shall be considered valid.

F. If, after counting the votes, it appears that the number of ballot papers stamped and signed by the head of the polling and counting committee is more or less than the number of actual voters in that polling station by 2%, it shall notify the head of the elections of this, who in turn will inform the Chairman of the Commission so that the Board of Commissioners may take the appropriate decision in that regard.

G. Polling centers shall not be entered by unauthorized persons in accordance with this Law.

The head of the polling and counting committee may request that the personnel of the Public Security Directorate escort violators out of the center immediately.

Article 48

The voting shall start at seven in the morning on the election day for the municipalities and end at seven on the evening of the same day. The Board of Commissioners or their delegate may decide to extend the voting in the council or any local council for a period not to exceed two hours if there are a number of voters who have not had the opportunity to cast their votes, or if the electoral process was suspended for any reason.

Article 49

The Board of Commissioners may decide to use electronic linkage and the indelible ink in the municipal elections.
Article 50
The voting will take place on pre-printed papers adopted by the Board of Commissioners, provided that each of the ballot paper is signed by the head of the polling and counting committee. They shall be stamped with the stamp of the council or local council elections.

Article 51
A. The head of the polling and counting committee shall decide on the objections submitted by the candidates or their representatives with regard to the implementation of the polling and counting provisions in accordance with this Law and the Executive Instructions issued according to it. The decision of the head of the polling and counting committee shall become valid once it is issued.

B. The head of the polling and counting committee shall record the objections submitted to him/her with regard to the implementation of the polling and counting provisions in a special record augmented for this purpose.

Article 52
The Board of Commissioners may form one or more special committees to check the preliminary results of the municipality elections. Their duties and authorities as well as their formation shall be identified in Executive Instructions issued for this purpose.

Article 53
The heads of the election committees, their members, the heads of polling and counting committees, and the heads of any other committees formed by the Board of Commissioners according to the this Law shall be considered members of the judicial police according to the valid Criminal Procedural Law. In this capacity they may seize any crime committed in violation of this Law.

Article 54
The winner of the position of mayor, member of the council or member of the local council shall be the candidate with the highest number of votes. If the votes are equal between two or more candidates, the election committee shall draw lots among the candidates, in their presence, or in the presence of their representatives, in the matter agreed upon with the Commission.

Article 55
If the Commission finds out that there is a problem in the polling and counting process in any of the polling centers, which may impact the preliminary results of the elections, it may cancel the results of the elections and re-conduct the polling or the counting, or both, at the time and by the means it deems appropriate. In this case, the Minister shall appoint a provisional committee to manage the council or local council during this period.

**Article 56**

A. Anyone who commits the following acts shall be punished with imprisonment for no less than three months and no more than one year, or with a fine of no less than five hundred JD and no more than three thousand JD, or both of these penalties:

1. Refrained from leaving the polling center if requested to do so by the head of the polling and counting committee.
2. Falsely alleged inability to write or illiteracy.
3. Violated the provisions, principles and controls related to campaigning as stipulated in Executive Instructions issued for this purpose.
4. Kept someone else's ID card without the right to do so, took it, hid it or destroyed it.
5. Impersonated someone else or used someone else’s name with the purpose of voting.
6. Used the right to vote more than once.
7. Published or broadcasted before or during the election false statements on the behavior or morals of a candidate with the aim of influencing the election results.

B. Anyone who commits the following acts shall be punished with imprisonment for no less than six months and no more than two years or with a fine of no less than one thousand JD and no more than five thousand JD or both of these penalties:

1. Carried a firearm, even if licensed, or any tool that threatens public security and safety in any polling center on the Election Day.
2. Affected the freedom of elections or hindered the electoral process in any way.
3. Tampered with any of the ballot boxes, the voter lists, or ballot papers, or stole any of these lists or ballots, destroyed them, did not place them in the box, or undertook any act with the aim of undermining the safety, procedures or secrecy of the election.
4. Affected the electoral process, delayed it or hindered it, or plotted to harm any of its officials.
5. Used force, harshness or threats of financial or moral harm, kidnapping, detention, or fraud, whether directly or through mediators, to coerce a voter to participate in the polling or refrain from participating in it.

6. Used any method of coercion or temptation to prompt someone to commit a crime punishable by this Law.

C. Anyone who takes a ballot box from a polling center shall be punished by hard labor for no more than seven years and accessory and provoker shall be punishable with the same penalty after reducing its period by one sixth to one third.

Article 57

Any person or persons mandated with developing the voter lists, their institute or editing, or with conducting voting or counting processes, or tallying the votes, or those mandated with supervising these processes according to this Law shall be punished.

With imprisonment for no less than one year and no more than three years, or with a fine of no less than five hundred JD and no more than one thousand JD, or both of these penalties together, if they commit any of the following acts:

A. If he/she purposely adds the name of any person on any of the voter lists without having the right to be a voter according to this Law, or purposely deletes or refuses to add the name of a person on those lists, who has the right to be registered on them as a voter according to those provisions.

B. If he/she knowingly includes false information on the candidacy application, in the declaration of candidacy, in the information in it, in the date of the application, or any record organized according to this Law, or the objection submitted against the voter list or any other document organized according to this Law.

C. If he/she takes any document relevant to the election without the right to do so, hid it, or forged it, including destroying, tearing apart or deforming it.

D. If he/she delays without legitimate cause the start time of the election process or stopped it without justification before the time set for ending it in accordance with this Law, or slows down any of its procedures with the purpose of hindering or delaying it.

E. If he/she does not open the ballot box before the candidates or their representatives who are present, before starting the voting process, to make sure it is empty.

F. If he/she read the ballot paper falsely or in a manner that violates its contents.
G. If he/she refrains from implementing any provision of this Law related to the processes and procedures of voting and counting the votes, or violated this provision with the aim of affecting the election results.

**Article 58**

The crimes stipulated in this Law shall be prosecuted by the Commission or the public prosecution, or at the request of a voter or candidate.

**Article 59**

Anyone convicted of a crime of the crimes stipulated in Article 56 of this Law may not be listed in the voter lists for the period set by the court in the conviction decision, provided that it is no less than four years and no more than eight. If he/she is a mayor of the municipality, a member of the council or local council, the mayoralship or membership shall be revoked, as the case may be, as of the date the court sentence becomes final.

**Article 60**

The statute of limitations for the election crimes stipulated in this Law shall pass after five years as of the date the election results are announced.

**Article 61**

A. Every voter may, within fifteen days as of the date of publishing the results of the elections in the Official Gazette, may file a suit at the Court of First Instance in whose jurisdiction the municipality falls, regarding the following:

1. Challenging the validity of the election of the mayor, or the election of a member of the council or the local council and installing another for that mayoralship or membership, as the case may be. The court in this case may recount the votes by a committee it forms to check the validity of the elections.

2. Cancellation of all or some of the election results, due to a violation of this Law which may influence the results.

B. The mayor and member whose election validity is challenged and the winners will be parties in the challenge filed according to the paragraph A of this Article.

C. The court shall consider the challenge case after notifying the parties and shall hear the evidence presented to it or that it requests, and may apply all measures it deems appropriate because it is persuaded with regard to the causes of the suit. It shall decide to reject or accept the challenge and cancel the election of the person whose election
is challenged and install someone else in his/her place for the mayor ship or membership of the local council, as the case may be, and may cancel all or part of the election in any municipal or local council election area. The decision it issues in accordance with this paragraph shall be final and shall be communicated to the Commission and published in the Official Gazette.

D. If the court’s decision issued in accordance with paragraph C of this Article is to cancel all or part of the election process, the Commission shall set a new date as soon as the decision is issued to conduct the elections in accordance with this Law. In the second elections it shall use the same voter lists used in the first election. The Minister in this case shall appoint a provisional committee to run the council or local council during this period.

E. The court of first instance shall decide on the case within three months maximum as of the date of its filing.
Article 62

A. The mayor and members of the council and the local council shall assume their posts and start their work after announcing the election results by the Board of Commissioners.

B. The new member who is replacing a member who has vacated his post for any reason shall assume his/her position as member as of the date the mayor receives a notification of this from the Minister.

Article 63

The procedures taken by the council before cancelling the election of the mayor or members of the council or local council for any reason shall be considered correct and valid.

Article 64

A. 1. If the local council members won in an uncontested competition, their members shall elect from among themselves within a maximum period of thirty days as of the date of announcing the final results a head. They shall elect their representatives in the council according to the amount set in Paragraph B of Article 3 of this Law.

2. The members of the local council shall elect from among themselves within a maximum period of thirty days as of the date of announcing the final results a deputy head from among them through secret voting for two years.

The member who receives the highest number of votes from among the members in attendance will be considered the winner of this position.

When the votes are equal, the head of the local council shall draw lots among those candidates in the manner they agree upon, and the result shall be published in the Official Gazette.

B. The members of the council shall elect from among themselves within a maximum period of thirty days as of the date of announcing the final results a deputy mayor from among them through secret voting for two years. The member who receives the highest number of votes from among the members in attendance will be considered the winner of this position.

When the votes are equal the mayor shall draw lots among those candidates in the manner they agree upon. The result of the election shall be communicated to the Administrator and the Minister and shall be published in the Official Gazette.
C. In case the position of the mayor becomes vacant for any reason, or in case the mayor is absent for a week or more due to illness, vacation, or an official mission outside the Kingdom, the deputy mayor shall receive from the Municipality Fund a bonus equal to the salary of the mayor and his allowances for the entire period he/she occupies this post.

D. The rights of the mayor and head of the local council and duties of each, including the salary, allowances, and bonuses due to each, their leaves, and matters they are prohibited from doing, the procedures and penalties against them, the bonuses for the members of the council and the members of the local council, their duties and the matters they are prohibited from undertaking, and the procedures and penalties against them shall be outlined in regulations issued for this purpose.

**Article 65**

A. 1. The resignation of the mayor shall be submitted in writing to the council, and the resignation shall be considered valid as of the date of its registration with the municipality secretariat. The Minister shall be notified of this.

2. The resignation of the deputy mayor from his/her post shall be submitted in writing to the council. The resignation shall be considered valid as of the date of its registration with the municipality secretariat. The Minister shall be notified of this.

A successor shall be elected in accordance with the Paragraph B of Article 64 of this Law.

B. The resignation of the head of the local council or his/her deputy from either post shall be submitted in writing to the local council. The resignation shall be considered valid as of the date of its registration with the secretariat of the local council. The Minister shall be notified of this.

C. The resignation of the member of the council or local council shall be submitted in writing to the council or the local council as the case may be. The resignation shall be considered valid as of the date of its registration with the secretariat of the municipality or local council, as the case may be.

**Article 66**

A. The mayor of the council or head of the local council, or the member of either of these councils, shall lose his/her membership legally, and the seat of any of them shall be considered vacated, in any of the following cases:
1. If he/she is absent from three consecutive sessions without a legitimate excuse accepted by the council or the local council, as the case may be, or from a total of a third of the sessions convened by the council or the local council, as the case may be, during the year.

2. If he/she worked as a lawyer, expert or consultant in a case against the council or if he/she developed an interest in any of the development, investment or service projects the council is approving.

3. If he/she entered into an agreement with the council or the local council, or if he/she developed an interest in any agreement conducted with either of these two councils or their representatives. The contracts and interests resulting from being a member in a public Shareholding institute is exempted from these agreements on condition that he/she is not the manager, member of the board, worker, agent or consultant in the institute.

4. If he/she loses any of the conditions that must be met in accordance with this Law and the regulations issued in accordance with it.

5. If he/she refrains from signing the decisions of the council for three consecutive times without providing convincing and legal reasons.

B. The mayor, head of the local council or member in either of these councils shall lose his/her membership by a decision of the Minister if he/she commits a grave mistake or violation, or harms the interests of the municipality or local council. The Minister’s decision shall be subject to challenge before the administrative court.

C. The council shall inform the Commission, Minister and Administrator of the loss of the mayor or member of his/her seat in the council or the local council within seven days as of its date and the loss of membership decision shall be published in the Official Gazette.

**Article 67**

If the mayor or a member of the council or local council passes away, the council shall inform the Commission, the Minister and the administrator of this, and the obituary shall be published in the Official Gazette.

**Article 68**

A. 1. If the position of the mayor becomes vacant for any reason, he/she shall be succeeded by the candidate who followed him/her in the number of votes if he/she
still fulfills the qualifications and conditions of candidacy for the position of mayor, or else, the person who follows him/her. If there are none, the deputy mayor shall perform the duties of the mayor until the end of his/her term as deputy mayor. Upon the conclusion of this term the council shall elect from among its members a mayor and deputy mayor for the remaining term of the council.

2. If the position of the Mayor of Amman becomes vacant for any reason, the Council of Ministers shall appoint a replacement following the recommendation of the Minister.

3. If the position of the head of the local council becomes vacant for any reason, he/she shall be replaced by the member who follows him/her in the number of votes.

B. If the position of member in the local council becomes vacant for any reason, he/she shall be replaced by a decision of the Minister by the candidate who follows him/her in the number of votes if he/she still fulfills the candidacy conditions, or else the person who follows him/her. If no candidate is available according to this paragraph, the Minister shall appoint from among the voters a member who fulfills the candidacy conditions to fill this vacancy.

The membership acquired in accordance with this paragraph shall conclude with the conclusion of the local council term during which the appointment took place.

C. 1. If the membership of any of the women in any local council becomes vacant, she shall be replaced by the candidate who did not win with the next highest number of votes relative to the number of voters within the local council if she still fulfills the candidacy conditions, or else the person who follows her.

If no candidate is available in accordance with this item, the procedures in paragraph B of this Article shall apply.

2. If the membership of any of the women in the council becomes vacant, she shall be replaced by the member with the next highest number of votes in the local councils under it.

Article 69

The Minister may, with the approval of the Council of Ministers, appoint two additional members in every municipal council. These two members shall enjoy the same rights of the elected members.
Article 70

A. Municipality workers are appointed and works are augmented and cancelled, and their allocations are increased or decreased according to the staffing table annexed to the annual budget.

B. The provisions on the appointment of municipality workers and workers, and their rights and duties shall be outlined in regulations issued for this purpose.

C. One municipality or more may establish a housing fund for their workers, a social solidarity fund, and a savings fund, each enjoying legal personality. All the provisions related to any of them, including their financial resources, worker subscriptions, their management, institute of their affairs, the investment of their funds and the areas of spending shall be outlined in regulations issued for this purpose.

Article 71

A. The Minister may approve a request to establish a coalition between two or more municipalities with the aim of increasing cooperation among them and coordinating efforts to exchange technical expertise and coordination, improve the level of services and establish joint projects. All provisions related to this, including its financial resources, the contribution of each municipality in the coalition, how it is managed and institute of the affairs of the coalition, the investment of its funds and areas of spending shall be set in regulations issued for this purpose.

B. A joint municipal court may be set up for a number of neighboring municipalities in accordance with the valid Municipality Courts Formation.

Article 72

A. The Minister shall check the compliance of the municipalities and local councils with the laws and regulations that control their work, and shall monitor the performance of the municipalities, the implementation of their annual plans and their compliance with the items of the approved budget.

B. The Minister or worker he/she delegates may at any time inspect any municipality or local council, and conduct an unexpected examination of its funds, places of work, warehouses and offices under its umbrella, review its transactions and the decisions by the council and the local councils as well as the decisions of the local and liwa’ committees, and ask any worker or staff member about any matter. The mayor, members, staff, and worker must facilitate his/her duties and respond to his/her questions.
Appendix No. 02: Law on Municipalities

C. The person who refuses, impedes or opposes the implementation of the procedures stipulated in paragraph B of this Article shall be considered obstructing a state worker in the conduct of his/her official duties and shall be punishable in accordance with the Penal Code.

D. The report drafted by the person conducting the inspection in accordance with paragraph B of this Article shall be valid unless challenged by forgery.

E. The council, local council, workers and staff, as the case may be, shall correct the violations pointed out in the report stipulated in paragraph D of this Article in accordance with the valid legislative provisions.

Article 73

Anyone who commits any violation of the this Law or any regulations issued in accordance with it for which no specific penalty has been decided shall be punished after his/her conviction with a fine no less than twenty JDs and no more than five hundred JDs.

Article 74

A. The general elections for all mayors of municipal councils and members of the municipality and local councils shall be conducted for the first time upon the entry into force of this Law once the term of the existing local councils stipulated in this Law concludes or they are dissolved.

B. If all the municipality and local councils are dissolved for any reason and the elections are not held within six months from the date of their dissolution, the dissolved councils shall resume their duties until the new council is elected.

Article 75

The Council of Ministers shall pass the necessary regulations for the implementation of this Law, including:

A. Empowering the municipality councils to practice their duties and powers as stipulated in Law.

B. Organizing all matters related to the accountability of the mayors, members of the municipality councils and the local councils.

C. Financial affairs and the affairs of supplies and works related to the municipalities.

Article 76

A. The Municipalities Law No 13 of 2011 shall become null and void, while the regulations, instructions and decisions issued in accordance with it shall remain valid until they are voided, amended or replaced with others in accordance with this Law within a period not to exceed one year.
Appendix No. 02: Law on Municipalities

B. As of the date of the entry into force of this Law, the municipality councils shall undertake the functions and powers of the local councils as stipulated in this Law until local councils are elected in accordance with its provisions.

Article 77

The Prime Minister and the Ministers are mandated with enforcing this Law.

7-Local and Public Administrative Tasks and the Classification of Municipalities’ tasks and Competences

The task and competences of the local governments can be divided into two groups: local, and public tasks and competences. A specific group is the issues of local government authority cases. The municipality tasks and competences can be split further to:

- Compulsory
- Optional (Voluntary) functions and competences.

Tasks for local governments can be allocated by the Act or a decree of local municipality. Public administrative tasks can be determined besides law — but based on legislation — by the government or ministerial decree.

The Constitution ordered the local public affairs to be within the scope of local authorities:

- Providing public services for citizens;
- Exercise public authority;
- In addition to these it also regulates how to ensure the necessary;
- Means in terms of personnel and finances.

In general those public services are worth to be allocated to local authorities which require the knowledge of local conditions and the autonomy of the municipality makes possible to find the optimal, effective local solution56.

These kinds of public services are usually more economical to produce locally, taking advantage the local personnel and economic circumstances. Providing services locally also encourages voters to participate and monitor the activities of local municipality.

For the protection of local government functions only the law could delegate tasks and competences to local authorities, and on the other hand public affairs only in exceptional cases can be transferred to another institution.
Beyond the administration of public affairs the local governments also have an important role in providing public administrational services. Obviously for the inhabitants of the local municipality, the more administration they could settle locally is the more favorable.

As it was briefly mentioned this may not be in line with the efforts of local government to provide only the economically achievable administrative services. It is apparent that employing an adequately skilled professional to solve specific administrative issues, is reasonable only in case if appropriate number of issues occurred\textsuperscript{57}.

The majority of functions and competences are allocated to the notary and the chief notary (the legislator ordered relatively small portion of functions under the chief notary). The notary could not transfer its powers, however could provide the civil servants of the local municipality with the right of issuance. The main rules relating to the responsibilities of the notary are regulated by the ALG, the detailed tasks and comprehensive work requirements of notaries are set out by the representative’s body.

The notary manages, organizes the activities of the local municipality. In exceptional cases the law, or a government order based on law may temporarily empower the mayor, the lord mayor or the head of the regional assembly to be in charge of the public administration.

These functionaries are usually dealing with cases of national defense, civil defense, catastrophe prevention. The public administrational issues, within the mayor’s competence are prepared for decision by the notary, involving the local municipality under its leadership.

Law and government order – exceptionally – may also put in charge of public administrational issues a clerk of the local municipality (i.e. the registrar, child welfare administrator). In case of powers relating to public administration the empowered person acts independently, the body of representatives could not direct it or override its decision.

Law could assign certain competences to the notary or to a clerk of the local municipality, in case of certain issues (i.e. guardianship, authentication), expanded to neighboring jurisdictions. This centrist regional administration is typical in cases which require highly skilled people, taking into consideration the economic reasonability\textsuperscript{58}.