



How to Develop a Public Officials Directory

Public Officials Directory

As a public service, many local Leagues publish brochures or directories that provide residents with information about the public officials who represent them, along with contact details. These publications are known by a variety of titles, including:

- Your Government Officials
- They Represent You
- Your [County/City Name] Officials
- Your Elected Officials and How to Contact Them

Content and Size

The content and size of your brochure will depend on several factors, including the amount of information you wish to provide, the number of offices and officials included, and the geographic area or communities covered.

Examples of Positions to Include

- President and Vice President
 - Governor, Lieutenant Governor, Secretary of State, and Attorney General
 - Michigan House Representatives
 - Michigan State Senators
 - Michigan Supreme Court Justices
 - County officials (commissioners, clerk, treasurer, sheriff, etc.)
 - Mayor
 - City Council members
 - City Clerk
 - City Treasurer
 - Local judges and municipal judges
 - School Board members
 - Library Board members
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Examples of information To Include *(depending on the size of the guide and the number of communities covered):*

- Name and position
- Telephone number
- Email address
- Website
- Length of term
- Salary
- Government office address
- School district, county office, and municipal office addresses
- Meeting dates, times, and locations for public bodies
- Duties and responsibilities of the office

In addition to contact information, it can include the duties and responsibilities of each office and explain how the position serves the community. This helps residents better understand the role of their elected and appointed officials and when they may wish to contact them.

Distribution Options

These directories are typically distributed to city and township clerk offices, libraries, community centers, and other public locations throughout the area they serve.

The directory can also be posted on your website as a separate document. An online version allows you to expand the content beyond what may be practical in a printed publication, providing additional details, resources, and links for voters and community members.

Update Frequency

To ensure the information remains current and accurate, directories are generally updated and published annually, usually in January or February following the most recent election cycle.

Other Options

If you have room or want to publish a larger brochure, here is possible text to include in your directory.

Connect with your Elected Officials

Why?

- They are there to help you. It's their job!
- Your input can influence the decisions your elected officials make regarding housing, health care, roads, transportation, the environment and more

They need to hear from you!

How?

- Contact your representative by phone or email
- Attend meetings which include time for your public comment
- Make sure your voice is heard!

Examples of public official directories

LWVMI has provided sample public officials directories from various local Leagues, included in the LWVMI Members Only Section of the website.
