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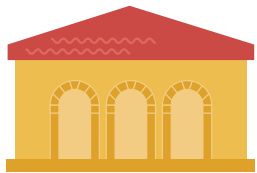
# Women's Guide to Municipal and Mukhtar Council

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# The Municipal Council

**The municipality is a local administration independent of the central administration. It enjoys financial and administrative autonomy within the scope of its work, and is subject to the supervision and control of the central government.**

Each work of public character or interest in the municipal area falls within the scope of the Municipal Council's competence. The rules promulgated by the Municipal Council regarding the issues falling within its competence shall be binding within the municipal area.

The municipal council is in charge of the following functions, *inter alia*:



The municipal budget, including transferring and opening credits



Cutting off budget accounts



Different types of loans for carrying out specific projects that have been studied



Assigning some of the municipal present and future returns to the borrower or the State in return for its guarantee of the debt and mentioning the annual due installments in the consecutive municipal budgets throughout the period of the said debt



Determining the rates of the municipal taxes according to the law



Specifications for deals regarding the supplies, works and services



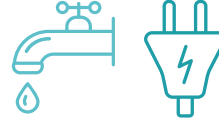
Specifications for selling the municipal properties



Reconciliation



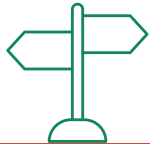
Approval and rejection of  
donations and ordered  
funds



Public programs for works,  
aesthetics, cleaning, health  
affairs, water projects and  
lighting



Establishing shops, parks,  
playgrounds, museums,  
hospitals, dispensaries,  
libraries, sewers, waste  
drainage and others



Naming the streets in the  
municipal area



Planning, improving and  
expanding the streets,  
establishing gardens  
and public places



Contributing to the tuition  
fees related to the public  
schools



Contributing to the fees of  
projects of public interest



Rescuing the needy  
and disabled people  
and assisting clubs and  
associations



Enjoying the right to  
enter into contracts to  
conclude agreements with  
municipalities

The Municipal Council is entitled, within its area, to establish or manage directly or indirectly, or contribute to, or help in the execution of the following works and projects:



Public schools, nurseries  
and technical schools



Public housing, toilets,  
laundries and swimming  
pools



Public hospitals,  
sanitariums and  
dispensaries



Museums, public libraries,  
theaters, cinemas,  
amusement centers and  
clubs



Local means of public transportation



Public shops for buying food, refrigerators for keeping them and threshing floors

The Municipal Council decides on the mentioned subjects within a period of one month as of the date of its notification of the papers related thereto; otherwise it is considered as having given a tacit approval of the subject in question.



Changing the name of the village



Changing the boundaries of the village



Organizing traffic and public transportation



Carrying out projects for improving and delimitating highways in addition to general master designs in the municipal area.



Establishing and transferring or closing public schools, governmental hospitals and dispensaries



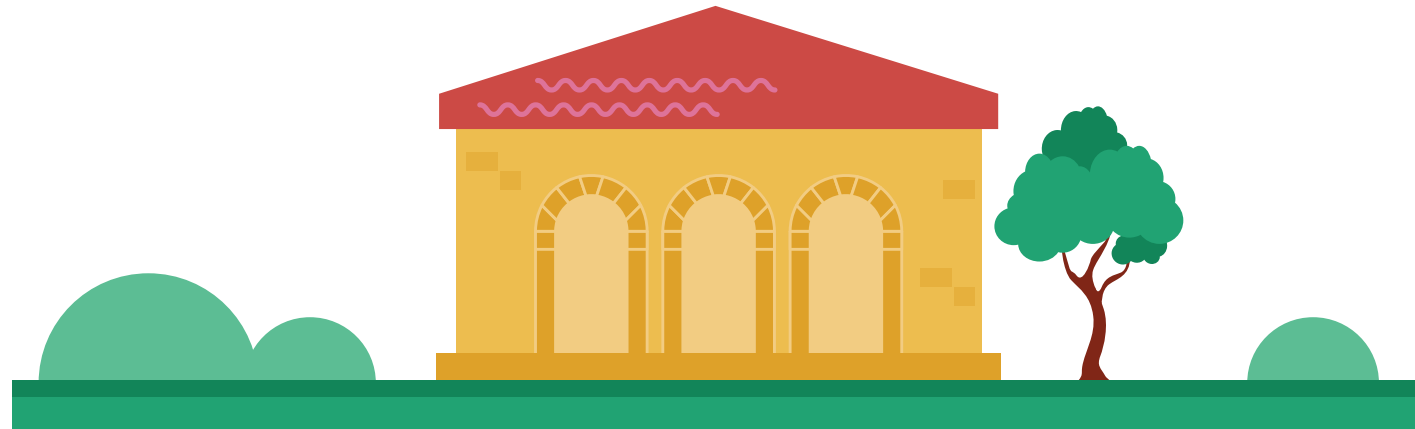
Measures related to public emergency



Establishing charitable organizations and offices



Licensing applications for investment in classified shops, restaurants, swimming pools, coffee shops, amusement centers and hotels.



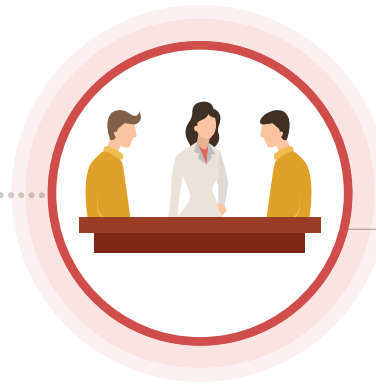


## The municipal body consists of:

**A Decision-Making  
Authority**



held by



The municipal  
council

**An Executive  
Authority**



held by



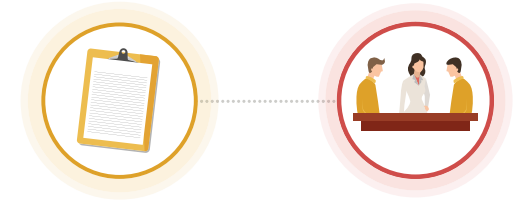
The president  
of the municipal  
council

## The Decision-Making Authority: held by the municipal council

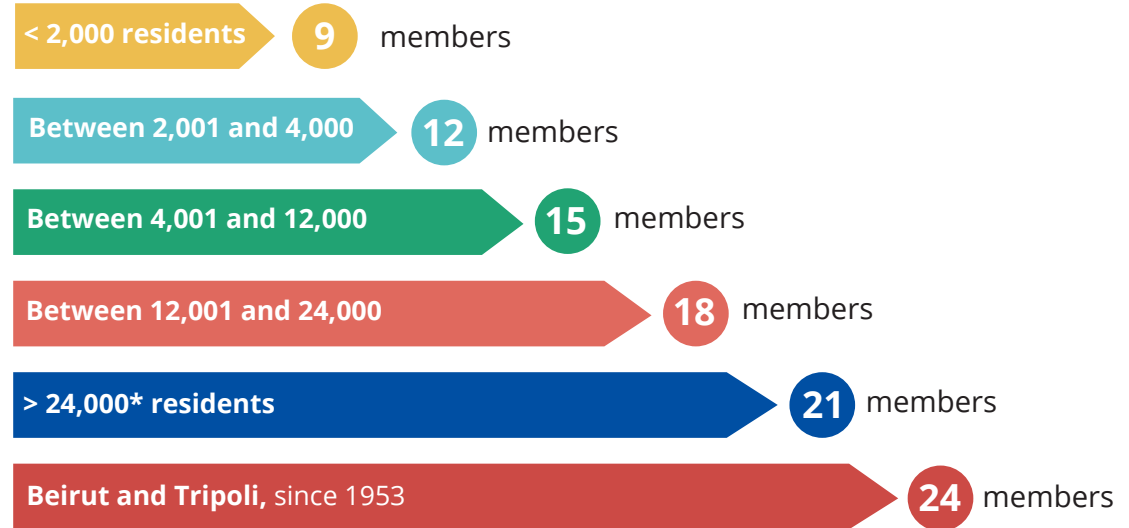
The municipal council supervises the executive authority and ensures the proper functioning inside the municipality. It is composed of a number of members not exceeding 24, depending on the number of registered residents in the municipal area.

The members of the Municipal Council are elected directly by the registered voters following the same procedure as in Parliamentary elections.

The mandate of the municipal council is for six years. During its first session, the Municipal Council shall elect, by secret ballot, a President and a Vice-President from among its members.



The Municipal Council comprises:



*\*Except for municipalities of Beirut and Tripoli*

The Municipal Council is convened by its President at least once a month, and whenever the need arises. The President includes the meeting agenda in the summons. The summons should be written and sent to the place of residence or elected domicile of each council member no later than three days before the meeting. The three-day period could be reduced if necessary.

Voting is carried out by open ballot, and voting by proxy is not allowed. Voting by secret ballot may be resorted to upon the request of the President or the majority of the present members or when the voting is related to an election.

The Head of the Municipality may invite any employee or person to attend and intervene in the meetings of the Municipal Council.

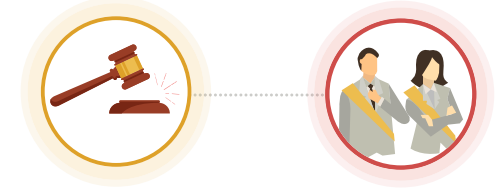
Every voter and interested party in the municipal area may request, at their own expense, a copy of the Municipal Council's decisions authenticated by the competent official.

The Municipal Council may be dissolved either by virtue of a decision issued by the Council of Ministers and initiated by a detailed proposal of the Minister of Interior, or in the event of loss of half of the Council members for various reasons.



## The Executive Authority:

held by the president of the municipal council



The municipal council elects a President and a Vice-president from among its members, by secret ballot and absolute majority, for the same term of office of the municipal council. The election of the President and Vice-president are held during the municipal council's first session, at the time and place specified by the Governor (Muhafiz) or District Commissioner (Qaemqam), within one month following the date of announcement of the elections' results.

The Municipal Council is convened by its President at least once a month, and whenever the need arises. The President includes the meeting agenda in the summons. The Head of the Executive Authority is in charge of the following functions, *inter alia*:



Executing the decisions  
of the municipal council



Preparing municipal  
budget forecasts



Managing and supervising  
municipal departments



Managing the municipal funds and real estate properties and carrying out all the works necessary to maintain the assets of the municipality



Granting construction permits, housing permits, certificates of completion for the routing of water, electricity and telephone, following the approval of the competent technical departments



Organizing and facilitating traffic and circulation in public streets, squares and roads as well as ensuring cleaning, lighting and litter and debris removal, and protecting all that relates to the environment, landscapes and monuments, maintaining trees and forested areas, and preventing pollution

*(Except for Beirut municipality where the Governor holds the executive authority as provided for in Article 67 of the Municipality Law).*

## Control authorities

Being semi-independent, municipalities are subject to control by the central government. Municipal works are subject to restrictions and are expected to abide by the law and its general principles. Members of the municipal body shall not engage in any abuse of power or conflict of interest with the supreme interests of the state. The administrative control mechanism was established to protect the public interest. The decisions of municipal councils are subject to administrative control by the Qaimqam, Muhafiz and the Minister of Interior.



# The Mukhtar Council

The mukhtar council in towns and villages is composed of one mukhtar and three council members. In neighborhoods, only a mukhtar is elected, without any council members. The mukhtar is elected by a general direct vote, along with council members whose number shall be specified in the Call for Election. The term of office for mukhtars and mukhtar council members is six years.

The mukhtar is in charge of processing papers that facilitate the needs of the citizens and issuing official and physical documents upon which are based all administrative registration entries including birth, marriage, divorce and death, in addition to residence and travel certificates. Mukhtars authenticate the identity of citizens who reside within their municipality area. They abide by the applicable laws and regulations on public administration and general security, personal status, financial affairs, real estate, agriculture, health, public schools and fine arts.

The mukhtars document all incoming and outgoing transactions on a record file which pages are signed and sealed by the Muhafiz or Qaimqam. They shall have their signature and seal registered with and recognized by the Caza (district) center. The seal of the mukhtar is made according to a standardized model approved by the Ministry of Interior. Should the mukhtar lose the seal, he/she shall request another one from the Ministry of Interior.



إفادة سكن

وثيقة وفاة

وثيقة ولادة

مختارة

مختارة

مختارة

مختارة

The mukhtar office is not salaried. However, mukhtars may collect fees, established by decree, in return for the original documents that they issue for:

- Traveling
- The devolution of estate
- The conclusion of mortgage or sale contracts
- The legal authentication of signatures
- Proving the attachment of property
- The registration of an estate inventory
- Confirming the devolution of estate
- Personal registration data
- The needs of individuals, subject to the applicable regulations.

If the mukhtar or mukhtar council member commits a crime related to their office, the Qaimqam or Muhafiz may order

an investigation of the matter and submit the investigation report to the Interior Minister who either authorizes a judicial investigation or freezes the mandate of the concerned mukhtar or council member pending the release of a judicial decision on the matter. The mukhtar or council member may not return to office until proven innocent or not guilty by the court.





## Sources

### The Ministry of Interior and Municipalities

- The Municipal Elections Law/ Legislative decree 1977 /118 and its amendments
- Law 665 of 1997 (amendments to certain provisions of the Parliamentary Elections Law, Municipality Law and Mukhtar Law)
- The Law on Mukhtars and Mukhtar Councils, issued on 1947/11/27  
**[www.elections.gov.lb](http://www.elections.gov.lb)**

### The National Commission for Lebanese Women (NCLW)

- Results of Women's Participation in the 2010 Municipal Elections in Lebanon  
**[www.nclw.org.lb/Statistic](http://www.nclw.org.lb/Statistic)**
- Fourth and fifth periodic reports of States parties – CEDAW 2014

### The Lebanese Council of Women- United Nations Development Programme (UNDP)

- Women's Guide to Municipal and Mukhtar Elections 2010  
**<http://lcw-cfl.org/home>**



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**ELECTIONS**  
Assistance Project

The UNDP Lebanese Assistance Elections Project (LEAP) aims to strengthen the capacity of stakeholders for the conduct of transparent and inclusive elections in Lebanon. Through a multi-component approach, the project's intended outcomes is to provide a strengthened capacity for: (1) the management and administration of Elections (2) the supervision of election campaigns and accreditation of observers (3) the provision of voter education initiatives (4) the resolution of electoral disputes, and (5) initiatives to improve election opportunities for women. LEAP is funded by the European Union.

[www.lebanon-elections.org](http://www.lebanon-elections.org)



LEAP - Lebanese Elections Assistance Programme



@UNDPLEAP

**1 What is the minimum age of eligibility to run for municipal or mukhtar council?**

25

**2 Where and how do I file my candidacy for municipal and mukhtar elections?**

Every woman wishing to run for the municipal council should submit a notarized application to the Qaimqam office or Muhafiz. The application shall include the name of the candidate and the municipality she wishes to run for, along with the following documents:

- |  |   |
|--|---|
| <input type="checkbox"/> A personal civil status record  | <input type="checkbox"/> A police record issued in the last month |
| <input type="checkbox"/> A copy of the voter register page where her name is registered, authenticated by the rapporteur of the registration committee | <input type="checkbox"/> A deposit of 500 thousand LBP            |

**3 What happens if the Qaimqam or Muhafiz does not issue a decision approving my application?**

Their silence is considered as a tacit approval of your candidacy.

**4 What happens if the Qaimqam or Muhafiz issues a decision rejecting my application?**

You may file a petition with the State Council, free-of-charge, within one week following the date of the rejection decision. The State Council shall issue its final decision within 5 days following the registration of the petition at the Council's bureau, otherwise your candidacy is considered as approved.

**5 What is the deadline for filing my candidacy for municipal and mukhtar elections?**

At least 10 days before Election Day, for every voting round.

**6 What is the deadline for withdrawing a candidacy application and deposit? And what should be done in this case?**

A candidate may withdraw by submitting a notarized statement to the Qaimqam or Muhafiz five days, at least, before Election Day. The deposit is returned to candidates who win or obtain a minimum of 25% of the votes.

**7 Who is not eligible for municipal council membership?**

- The illiterate;
- Persons judicially deprived of their civil rights;
- Persons convicted of felonies or misdemeanors specified in paragraph 3 of Article 10 of the Parliamentary Elections Law, or offenses specified in Articles 329 to 334 of the Penal Code;
- Persons convicted of crimes of affiliation with secret organizations;
- Persons who are interdicted by court order for dementia or mental health problems;
- Persons who are declared bankrupt, until their rehabilitation.

Municipal council members who fall into any of the categories above are necessarily deemed to have resigned from the municipal council, by virtue of a decision by the Muhafiz.



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A president or member of a municipal council (and mukhtar council) may not simultaneously be:

- A member of the parliament or minister;
- A Mukhtar or mukhtar council member/ president or vice-president or member of a municipal council;
- A member of the judiciary;
- A civil servant or employee in an independent department, public institution, or municipality;
- A president of, or member in the management board of an independent department or public institution;
- An owner of a franchise or franchise functions within the municipality area;
- A member or employee of the commissions or committees in charge of the management of public utility projects within the municipality area;

If any of the abovementioned persons is elected to the municipal council, they shall be given two weeks to choose between their current position and elected office; otherwise, they are necessarily deemed as having resigned from the municipal council by virtue of a decision by the Muhafiz.

The President and Vice-President of the municipality may not run for parliamentary elections unless after two years from the end of their mandate or resignation. This provision applies equally to municipal councils to be elected after the entry into force of this law.

The same person may not be a member of more than one municipal council. The same municipal council may not include, at the same time, a father or mother with their son or daughter, a husband with his wife, a father-in-law with his son-in-law or daughter-in-law, a mother-in-law with her daughter-in-law or son-in-law, siblings, a paternal uncle with his nephew, a maternal uncle with his niece, a man/woman with his/her brother's/sister's husband/wife. If any two parents or relatives mentioned above are elected and neither of them resigns, the Qaimqam shall dismiss the youngest, and if both were the same age, one of them is dismissed by the drawing lots in the first meeting of the municipal council.



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## The Municipal and Mukhtar Elections: A Guide for Women Candidates

# Q&A



[www.lebanon-elections.org](http://www.lebanon-elections.org)



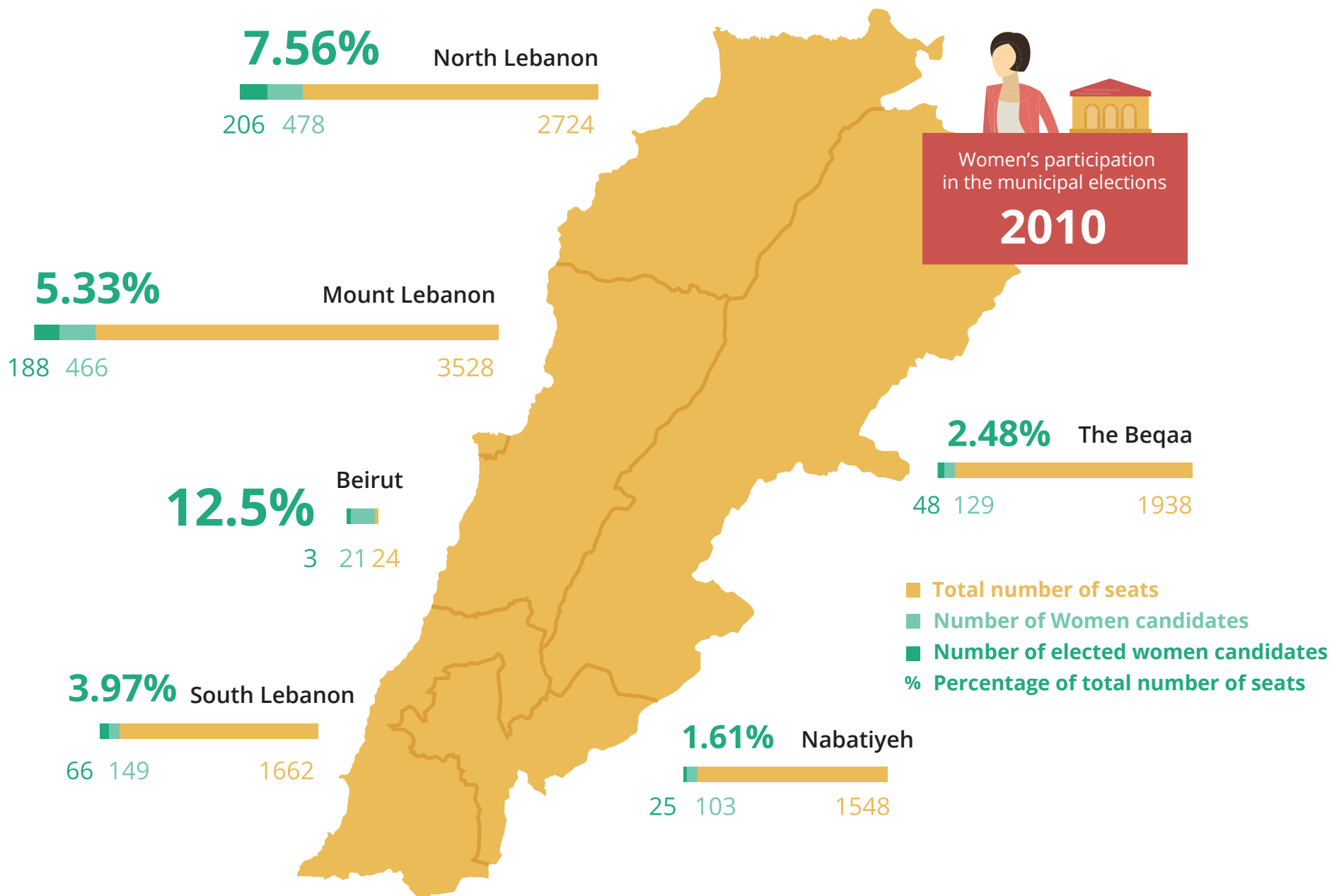
LEAP - Lebanese Elections Assistance Programme



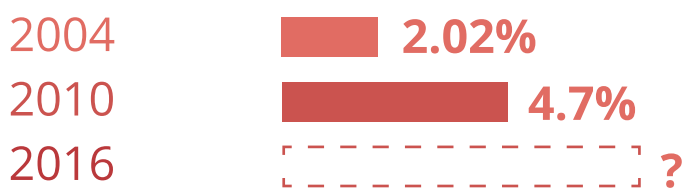
@UNDPLEAP

# Municipal and Mukhtar Elections

## RESULTS AND FIGURES



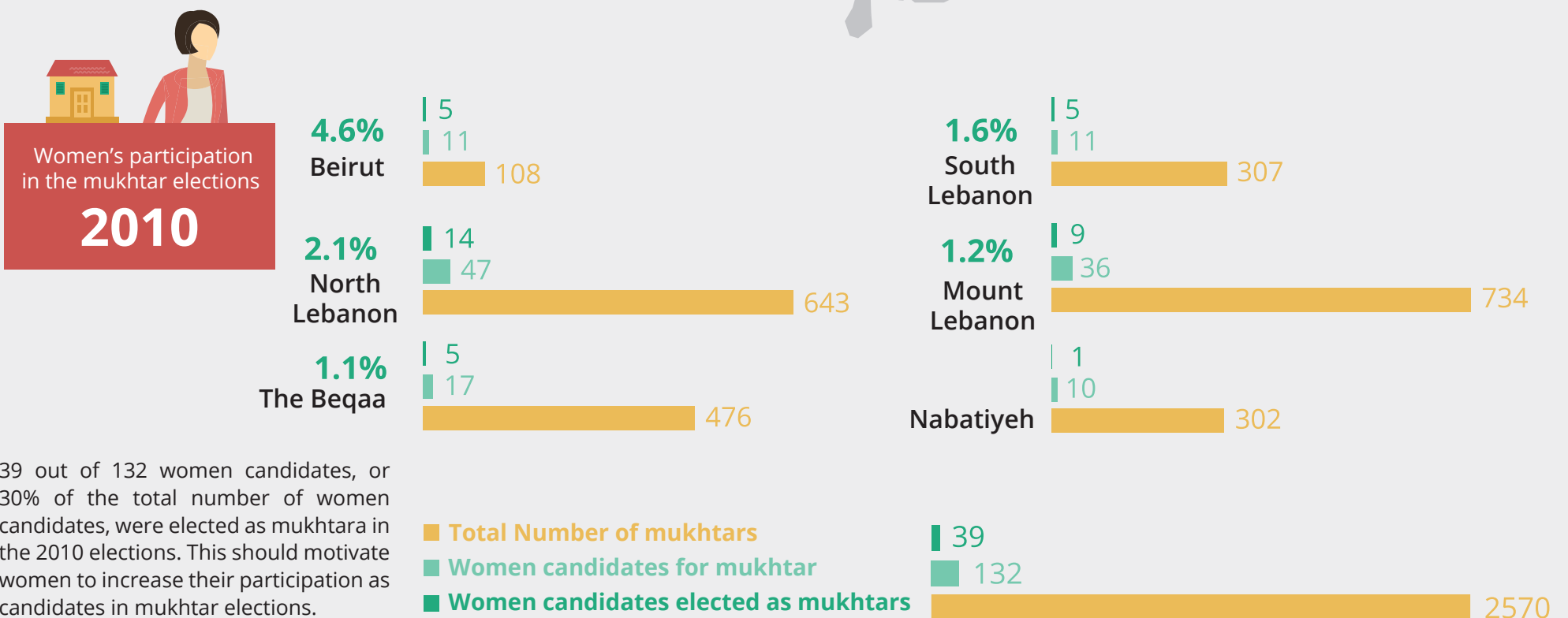
### Percentage of Women in Municipal Councils



# 39%

of women candidates were elected

526 out of 1346 women candidates, or 39% of the total number of women candidates, have won in the 2010 municipal elections. This should motivate women to increase their participation as candidates in municipal elections. A higher number of women candidates improves women's chances in joining municipal councils.



39 out of 132 women candidates, or 30% of the total number of women candidates, were elected as mukhtara in the 2010 elections. This should motivate women to increase their participation as candidates in mukhtar elections. A higher number of women candidates improves women's chances in being elected as mukhtara.

### Number of Women Mukhtars

