



Elected Officials Essentials

In partnership with Municipal Research Services Center



Tentative Agenda

Friday

9 – 10 am	Registration and coffee
10 – 10:30 am	Welcome Mike McCarty, AWC Chief Executive Officer
10:30 – 10:45 am	Overview of AWC & MRSC Services Mike McCarty, AWC Chief Executive Officer Tracy Burrows, MRSC Executive Director
10:45 – 4 pm <i>Networking lunch (provided)</i> <i>Noon – 1 pm</i> <i>Break</i> <i>3 – 3:15 pm</i>	Knowing the legal territory Explore key legal issues essential to being a municipal elected official <ul style="list-style-type: none"> • Forms of government • Roles of the mayor and councilmember • Open Public Meeting Act • Public Records Act • Conflicts of interest • Ethics • Land use and quasi-judicial proceedings • Appearance of fairness doctrine • Human resource management • Risk management <i>Steve DiJulio, Attorney, Foster Pepper, PLLC</i>
4 – 5pm	What did they say? You’ve just learned a great deal of new information. Review common laws and the resources available to you in this interactive game. <i>Mike McCarty, AWC Chief Executive Officer</i>

No-host “dine-around-town”

Sign up at the registration desk

Saturday

8 – 9 am	Coffee/Pastries
9 – 10:15 am <i>Break/check out</i> <i>10:15 – 10:30 am</i>	Putting the puzzle pieces together City departments come in all shapes and sizes, but for the most part the services cities provide have more similarities than differences. When each city department operates in line with one another, city operations run smoothly. Hear from different city leaders about how elected officials can support the work they do, and vice versa. <i>Mike McCarty, AWC Chief Executive Officer</i>
10:30 am – 2 pm <i>Lunch (provided)</i> <i>Noon – 12:30 pm</i>	Running great meetings using parliamentary procedure As city elected officials, your active participation at council meetings is critical. Learn parliamentary procedures, tips and insights to create great meetings. We will cover motions, amendments, and voting; the respective authority of mayor and council; what to do when a mistake is made; how to respond effectively to rudeness or obstruction by citizens or fellow councilmembers, and more. Get a solid foundation for success in your principal job: discussing and deciding the key issues for your community. <i>Ann Macfarlane, Professional Registered Parliamentarian, Jurassic Parliament</i>