ELECTED OFFICIALS ACADEMY
Tuesday, January 22, 2013

Schedule

Check-In 8:30 – 8:55
Parliamentary Procedure 9:00 – 12:00
Connie Deford
Lunch 12:00 – 12:30
Open Meetings Act & Freedom of Information Act, Scott Brogan
12:30 – 2:30

Program Description

As an elected official, you will address many challenges in the months ahead as you work with others to create a local government that meets the needs of your constituents. The Elected Officials Academy program offers an educational opportunity for elected officials to enhance their leadership and decision making skills. After attending this seminar, you will be able to 1) participate in a meeting following the guidelines of Parliamentary procedure, 2) be able to identify your roles and responsibilities as an elected official, 3) follow the regulations of the Open Meetings Act (OMA) and 4) understand the Freedom of Information Act (FOIA) and how to respond to those requests. You and the citizens you serve will benefit from the information that you will acquire and you will be better able to carry out your duties.

Presenters

Connie Deford, A Professional Registered Parliamentarian
Scott Brogan, Attorney with the Kitch Firm, a full service law firm concentrating in employment law, workers’ compensation, medical malpractice defense and governmental liability.

Contact Information

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Materials and Registration Fees

Members and Associate Members: $25 per person when registered by January 16, 2013. Non-members: $75 per person when registered by January 16, 2013. After January 16, 2013, add $10 to each seminar fee. The fee includes instruction, handouts, and lunch.

Registration Policies

Early registration is advised as space is limited. We will notify registrants if circumstances require us to reschedule or cancel a course. Reservation confirmations are not sent. Registrations made by telephone, mail, e-mail, or FAX, will be considered a commitment to attend. Any one who registers, but does not attend, will be responsible for the seminar fee. NMPSA adheres to the registration policies as set forth by the MML. These policies can be reviewed at www.mml.org/events/training/registration_policies.htm

Cancellations

Refunds will be made ONLY if NMPSA is notified of cancellation by January 18, 2013. If you find that you cannot attend, you may transfer your registration to another person who has not registered. This may be done by phone, fax, or email.

Location

The Citizens’ Forum is located in the Lakeview Arena at 401 E Fair Ave in Marquette.

Please dress in layers as it is not always possible to control the room temperature.