



# Training Seminars >>> November 2010

michigan municipal league

## You Won! Now What? Newly Elected Officials Training

Thursday, November 4, 2010

This newly elected officials training consists of core topics that will help educate first-time elected officials, as well as seasoned officials, on the basic functions they will need to know in their roles as public leaders. Topics include: introduction to League services; an overview of basic local government; roles and responsibilities of elected officials; Open Meetings Act (OMA); Freedom of Information Act (FOIA); lobbying 101; and a panel discussion with seasoned elected officials.

Upon completion of this training, attendees will be able to:

- Identify and define the policy and requirements of the Michigan Freedom of Information Act and Open Meetings Act.
- Attend council meetings equipped with the knowledge required to have a successful meeting.
- Discover the resources available from the League and implement them in his/her day-to-day role as an elected official.

### Agenda

Check-in 5:30 pm; Begin 6:00 pm; Adjourn 9:00 pm

### About the Speakers

League Staff & Experienced Elected Officials

### Cost Per Person

League member communities, \$25;

Nonmember communities, \$35

### Location Information

Grace A. Dow Memorial Library

Phone #: 989-837-3430

1710 W St. Andrews

Midland, MI 48640

For directions to this location, please visit [www.mml.org](http://www.mml.org).

### Education Credits Approved For This Program

.3 CEU, 3 EOA

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Name of Municipality or Firm: \_\_\_\_\_

Billing Address/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

	Name	Title	Email*
1.			
2.			
3.			
4.			

**Payment Info:** Cost \$ \_\_\_\_\_ x Quantity \_\_\_\_\_ = Total Due: \$ \_\_\_\_\_

### Cancellation Policy

All cancellations must be submitted in writing either by fax, 734-669-4223 or email, [registration@mml.org](mailto:registration@mml.org). No refunds will be given for cancellation requests received after 10/28/2010. For a full list of registration policies, please visit [www.mml.org](http://www.mml.org), then click on [training/events](#).

### To Register

1. If paying by credit card, register online by visiting [www.mml.org](http://www.mml.org). On the home page located on the right hand side under "My League," click on "View and Register for Events."
2. If paying by check, please mail this form along with a check payable to the Michigan Municipal League, P.O. Box 7409, Ann Arbor, MI 48107-7409.