

**MISSOURI MUNICIPAL LEAGUE  
ELECTED OFFICIALS TRAINING CONFERENCE  
Capitol Plaza Hotel, Jefferson City  
June 17-18, 2010**

The Missouri Municipal League will be conducting the Elected Officials Training Conference June 17-18 in Jefferson City. The Conference emphasizes the knowledge base all newly elected officials will need to govern effectively. The changes that continually occur in the municipal arena make this a Conference that all officials (not just newly elected) should consider attending.

**TENTATIVE PROGRAM**

**THURSDAY, June 17, 2010**

12:00 noon	<b>Registration</b>
1:00 p.m.	<b>Welcome and Introduction to MML</b>
1:15 p.m. - 4:45 p.m.	<b>Council Powers and Duties</b> – Attorneys: Christine Bushyhead and Nancy Thompson
6:00 p.m. - 7:30 p.m.	<b>Reception</b> (DINNER ON YOUR OWN)

**FRIDAY, June 18, 2010**

7:30 a.m.	<b>Breakfast</b>
8:15 a.m.	<b>The Missouri Open Meetings and Records Law</b> – Tom Durkin, Mo. A.G.'s Office
9:30 a.m.	<b>Parliamentary Procedure</b> – Karen Goodwin, City Clerk, Florissant
10:00 a.m.	<b>Public Works and Contracts</b> – Joseph Lauber, Attorney, Williams and Campo
11:00 a.m.	<b>Budgets</b> – Mark Levin, City Administrator, Maryland Heights
12:00 noon	<b>Luncheon</b>
1:00 p.m.	<b>Dealing with Difficult People</b> – Fred Falker, Falker Consulting Group Inc.
2:30 p.m.	<b>Revenue Sources and Economic Development</b> – Joshua Payton, Attorney
3:30 p.m.	<b>Adjourn</b>

This year's Conference will be held at the Jefferson City Capitol Plaza Hotel. **Please make room reservations directly with the hotel: Capitol Plaza Hotel, 415 West McCarty Street, Jefferson City, MO 65101 (800-338-8088) or (573-635-1234).**

When making reservations, let the hotel know that you are with the Missouri Municipal League in order to receive the special conference rate (\$96).

The registration fee for the Conference is \$95 if prepaid and \$105 if billed or paid at the Conference. The cost includes the reception on Thursday, breakfast and lunch on Friday as well as a copy of the League publication *Manual for Newly Elected Officials*, and other conference materials.



If you have special needs, please attach a separate sheet describing your requirements. The League requests a two-week notification in order to make these arrangements.

**Reservations should be received by June 10 to receive the prepaid rate. CANCELLATIONS must be received at League headquarters by 5:00 p.m., June 11, or it will be necessary to bill you for the registration fee.**

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DETACH AND RETURN THIS SECTION TO: Missouri Municipal League  
1727 Southridge Drive  
Jefferson City, MO 65109  
573-635-9134; Fax 573-635-9009

2010 Elected Officials Training Conference

Municipality \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Registration fee: Check enclosed \_\_\_ Bill City \_\_\_ Will pay at conference \_\_\_ Credit Card \_\_\_

Visa \_\_\_ MasterCard \_\_\_ Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_ / \_\_\_

Card Holders Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_