

**MISSOURI MUNICIPAL LEAGUE
ELECTED OFFICIALS TRAINING CONFERENCE
Capitol Plaza Hotel, Jefferson City
June 11-12, 2009**

The Missouri Municipal League will be conducting the Elected Officials Training Conference June 11-12 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 11, 2009

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

FRIDAY, June 12, 2009

8:00 a.m.	Registration / Continental Breakfast
8:30 a.m.	The Missouri Open Meetings and Records Law – Paul Campo, Attorney
9:45 a.m.	Parliamentary Procedure – Dorris Carter, Parliamentarian
10:15 a.m.	Revenue Sources and the Hancock Amendment – Stuart Haynes, MML
11:15 a.m.	Dealing with Difficult People – Prof. Bart Wechsler, MU Truman School
12:00 noon	Luncheon
1:00 p.m.	Municipal Budget Process – Mark Levin, City Administrator, Maryland Heights
2:15 p.m.	Planning and Zoning – Tom Cunningham, Attorney
3:15 p.m.	Adjourn

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 (\$99).

The registration fee for the Conference is \$90 if prepaid and \$100 if billed or paid at the Conference. The cost includes the reception on Thursday, continental breakfast and luncheon 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 5 to receive the prepaid rate. CANCELLATIONS must be received at League headquarters by 5:00 p.m., June 8, or it will be necessary to bill you for the registration fee.

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

2009 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 _____