



Champions For Effective Local Government

REGISTRATION - \$85

State law requires each person elected for the first time to a position of a municipality on or after January 1, 2005, **OR** appointed for the first time on or after July 1, 2006, to attend an institute for municipal officials. The statute is codified at Title 11 O.S., Section 8-114.

An officer is defined in 11 O.S. Section 1-102 as "any person who is elected to an office in municipal government or is appointed to fill an unexpired term of an elected office, and the clerk and the treasurer whether elected or appointed. When "officer" or "official" is modified by a term which refers to a personnel position or duty, the holder of the position or duty is not an officer or official of the municipality for any purpose."

The Oklahoma Municipal League is certified by the Department of Career and Technology as a trainer to implement this Act.

Additional Information:

- This workshop offers 8 hours of CMO (Certified Municipal Officials) credit.
- This workshop also fulfills State Certification requirements for the MC&T Certification Program.

201 N.E. 23rd Street
Oklahoma City, OK 73105
Questions?

Email: sarah@oml.org
Phone: 405-528-7515
Fax: 405-528-7560
www.oml.org

NEW MUNICIPAL OFFICIALS INSTITUTE

October 12, 2017

Woodward Conference Center
3401 Centennial Drive
Woodward, OK 73801

February 3, 2018

OSU Alumini Center
201 ConocoPhillips OSU Alumni Center
Stillwater, OK 74078

November 16, 2017

Eastern Oklahoma State College
1802 College Ave.
McAlester, OK 74501

March 15, 2018

Great Plains Technology Center
4500 W. Lee Blvd.
Lawton, OK 73505

AGENDA

8:00–8:30 a.m.	Registration
8:30–8:55 a.m.	Principles of Municipal Government
8:55–9:45 a.m.	Debt Limitation & Budgeting
9:45–9:55 a.m.	Break
9:55–10:35 a.m.	Liability of Municipal Officials
10:35–11:10 a.m.	Purchasing & Spending
11:10–11:20 a.m.	Break
11:20 a.m. – 12:10 p.m.	Fair Labor Standards Act
12:10 – 1:10 p.m.	Lunch (on your own)
1:10 – 2:20 p.m.	Open Meetings
2:20–2:30 a.m.	Break
2:30 – 3:00 p.m.	Open Records
3:00 – 3:20 p.m.	Hot Button Employment Issues
3:20 – 3:50 p.m.	Meeting Procedures & Decorum
3:50–4:00 a.m.	Break
4:00 – 4:30 p.m.	Ethics
4:30 – 5:00 p.m.	Conflicts of Interest and Nepotism

New Municipal Officials Institute

REGISTRATION FORM

**THANKS TO THE OKLAHOMA MUNICIPAL ASSURANCE GROUP
FOR SPONSORING THE NEW OFFICIALS INSTITUTE HANDBOOK.**

If you are newly elected or appointed, who did you replace? _____

Please indicate which location you plan to attend:

- | | |
|--|--|
| <input type="checkbox"/> October 12, 2017 - Woodward | <input type="checkbox"/> February 3, 2018 - Stillwater |
| <input type="checkbox"/> November 16, 2017 - McAlester | <input type="checkbox"/> March 15, 2018 - Lawton |

Please duplicate form for additional registrants.

Name & Title _____
Municipality _____
Address _____
City/Town & Zip _____
Phone _____ Fax _____ E-Mail Address _____

PAYMENT PROCESSING: (\$85 per person)

Payment Enclosed Master Card Visa American Express Please invoice, Purchase order # _____

Name (as it appears on your card): _____

Card No. _____ Exp. Date (Month/Year) _____ Security Code _____

(The Security Code is the number found on the back of Visa and MC and the front of AMEX.)

Credit Card Billing Address / Zip Code _____

Signature _____ Email for Receipt _____

3 Ways To Register

- Register online** by going to www.oml.org and clicking on the 'calendar' button.
- Mail** this form to arrive no later than 5:00 p.m. on the Friday before the meeting to OML, 201 N.E. 23rd Street, Oklahoma City, OK 73105; or
- FAX** this form no later than 5:00 p.m. on the Friday before the meeting to OML at 405-528-7560.

Please plan to register onsite after the deadline for pre-registration.

NO TELEPHONE RESERVATIONS WILL BE ACCEPTED

CANCELLATION POLICY:

*For a full refund, cancellations must be received in writing no later than 5:00 p.m. on the Monday before each meeting. Cancellations made after that time will not receive a refund. No cancellations will be accepted the day of the meeting. All registrants will be billed. **Registration is confirmation to attend.***

REGISTER ONLINE NOW! Go to www.oml.org and click on the 'CALENDAR' button, where you can also find maps and directions to the Institutes

For additional information, call OML, 1-800-324-6651 long distance or 405-528-7515 locally.