



# Help!

## I'm a Newly Elected City Official!

The Texas  
Municipal League  
and the  
Association of Mayors,  
Councilmembers and  
Commissioners  
Present

### Newly Elected City Officials' Orientation

July 23-24, 2010 – Irving  
August 13-14, 2010 – Austin

As a new member of your city's governing body, you must quickly become familiar with a variety of important topics. This program will give you a better understanding of your role on the governing body team and increase your knowledge of the fundamental, critical issues you will face in the challenging months ahead.

**You will have the opportunity to:**

- **Interact with other newly elected officials.**
- **Choose from sessions that appeal to your specific interests.**
- **Participate in discussions that will make you a more confident policy-maker.**

Due to previous overwhelming responses, this workshop is offered twice. Choose the date and location that best fits your schedule!

In an effort to assist **YOU** as a first-time elected official, the Texas Municipal League and the Association of Mayors, Councilmembers and Commissioners have developed an informative orientation program that will answer many of your questions, address issues you will face, and help you assume your new role with confidence!

# Tentative Agenda

(Topics are subject to change, depending upon speaker availability.)

## Friday

7:30 – 8:30 a.m.	REGISTRATION AND CONTINENTAL BREAKFAST
8:30 – 9:30 a.m.	THE IMPORTANCE OF BUILDING A SENSE OF COMMUNITY TML Past President <b>Gary McCaleb</b> , Executive Director of the Center for Building Community and Vice President, Abilene Christian University
9:45 – 10:45 a.m.	FORMS OF CITY GOVERNMENT: UNDERSTANDING THE FUNDAMENTAL DIFFERENCES
11:00 a.m. – Noon	PARLIAMENTARY PROCEDURES: BEING AWARE OF THE KEY RULES
Noon – 1:00 p.m.	NETWORKING LUNCH
1:15 – 2:15 p.m.	<b>CONCURRENT SESSIONS</b> <b>1 UNDERSTANDING YOUR FINANCIAL OVERSIGHT RESPONSIBILITIES</b> <b>2 GOVERNING ETHICALLY: UNDERSTANDING YOUR INFLUENCE</b>
2:30 – 3:30 p.m.	<b>CONCURRENT SESSIONS</b> <b>1 COUNCIL-STAFF RELATIONS: BUILDING AN EFFECTIVE PARTNERSHIP</b> <b>2 MINIMIZING YOUR LIABILITY AS A PUBLIC SERVANT</b>
3:45 – 4:45 p.m.	<b>CONCURRENT SESSIONS</b> <b>1 INTERACTING WITH THE MEDIA CONSTRUCTIVELY</b> <b>2 HEALTH CARE—TRENDS AND STRATEGIES</b>

## Saturday

7:30 – 8:00 a.m.	CONTINENTAL BREAKFAST
8:00 – 9:00 a.m.	PLANNING FOR YOUR CITY'S ECONOMIC DEVELOPMENT
9:15 – 10:15 a.m.	MEETING YOUR REVENUE CHALLENGES: WHERE ARE THE OPPORTUNITIES?
10:15 – 11:45 a.m.	GOVERNING OPENLY IN TEXAS: HOW THE OPEN GOVERNMENT STATUTES AFFECT TEXAS CITIES Learn who is subject to the Texas Open Meetings Act, the proper procedures for compliance, and the consequences of a violation. This session will cover the basic requirements of the Act, and it meets the Act's mandatory training requirement. (Note: The Texas Public Information Act also requires mandatory training. However, that Act allows city officials to designate a "public information coordinator"—usually the city secretary—to take the training on their behalf. The mandatory training for either Act may also be completed by watching videos prepared by the Texas attorney general's office. To view the videos or to obtain more information, please visit <a href="http://www.oag.state.tx.us">www.oag.state.tx.us</a> .)

# General Information

## Hotel Accommodations:

### JULY 23-24 – IRVING

This workshop will be held at the **Dallas Marriott Las Colinas Hotel**, located at 223 Las Colinas Boulevard in Irving. The hotel has extended a room rate of \$104 single/double until July 8. Call the Dallas Marriott Las Colinas Hotel at 972-831-0000 and refer to the TML Newly Elected City Officials' Orientation room block to make reservations. Self-parking is complimentary.

### AUGUST 13-14 – AUSTIN

This workshop will be held at the **DoubleTree Hotel Austin North**, located at 6505 Interstate Highway-35 North in Austin. Self-parking is complimentary. The hotel has extended a room rate of \$109 (single) and \$129 (double).

In order to receive this special rate, your reservation must be made by July 22. Call the DoubleTree Hotel Austin North at 512-454-3737 or 800-347-0330 and refer to the Texas Municipal League room block.

To make online room reservations:

- Visit [www.austin.doubletree.com](http://www.austin.doubletree.com).
- In the "Check Availability" section on the right side of the page, enter your arrival and departure information and click "Go."
  - Enter reservation details, and in the "Special Accounts" section, enter **MLO** in the "Group/Convention Code" box. Click "Continue."
  - Click the link next to the desired room type. Click "Continue."
  - Enter name, address, and credit card information. Click "Book Now" to confirm the reservation.

**Registration Information:** The registration fee includes handouts, refreshments, Friday continental breakfast and lunch, and Saturday continental breakfast.

A confirmation will be e-mailed if you provide an e-mail address. A workshop badge and confirmation will be mailed to each delegate registered up to one week before the workshop.

**Cancellation and Substitution Policy:** If you are registered and cannot attend, we encourage you to send a substitute. If you cannot send a substitute, a \$45 cancellation fee will be assessed if written cancellation is received more than 14 days before the first day of the workshop for which you are registered.

**Continuing Education Credit:** Elected officials (mayors and councilmembers) can earn Texas Municipal League Institute (TMLI) credits for attending this workshop. Forms will be available on site.

The Texas Municipal League Institute (TMLI) offers a variety of educational programs to help elected city officials strengthen and enhance their leadership and policy-making skills. Throughout the TMLI year (January 1-December 31), elected officials can earn continuing education unit (CEU) credits by attending TML-sponsored educational programs. For further information on the TMLI program, including the Certified Municipal Official designation, visit the TML Web site at [www.tml.org](http://www.tml.org) (click on "Training") or call us at 512-231-7400.

**Special Accommodations:** Let us know on the registration form if you need special accommodations of any kind. We want to help. In order to respond to any special requests, we would appreciate as much advance notice as possible.

**Questions:** Please contact us at 512-231-7400 or [newlyelected@tml.org](mailto:newlyelected@tml.org).



The Texas Municipal League and  
The Association of Mayors, Councilmembers and Commissioners

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## Registration Form

**TWO WAYS TO REGISTER:** (Your registration will not be processed until payment is received.)

- (1) Register online with credit card payment at:  
**www.tml.org**  
(click on "Training")
- (2) Mail this form with payment to:  
**TML Administrative Services**  
1821 Rutherford Lane, Suite 400  
Austin, TX 78754-5128

<b>Registration (choose one date and check the appropriate fee):</b>	<b>Register Online</b>	<b>Register by Mail</b>
<input type="checkbox"/> July 23-24 – Irving	_____ \$170	_____ \$220
<input type="checkbox"/> August 13-14 – Austin	_____ \$170	_____ \$220

The registration fee includes handouts, refreshments, Friday continental breakfast and lunch, and Saturday continental breakfast.

**Confirmations:** Confirmations will be e-mailed if you provide an e-mail address. Workshop badges will be mailed to all delegates registered up to one week before the workshop.

**Cancellation and Substitution Policy:** If you are registered and cannot attend, we encourage you to send a substitute. If you cannot send a substitute, a \$45 cancellation fee will be assessed if written cancellation is received more than 14 days before the first day of the workshop for which you are registered.

**Questions:** If you have questions, please contact us at 512-231-7400 or newlyelected@tml.org.

Please type or print below. You may copy this form as needed for additional registrations.

Full Name: \_\_\_\_\_ Badge Name: \_\_\_\_\_

Title: \_\_\_\_\_

City/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

I require the following special accommodations:

\_\_\_\_\_

### 2010 TML Newly Elected City Officials' Orientation

FOR TML OFFICE USE ONLY:

Business Check \_\_\_\_\_ \$ \_\_\_\_\_

Personal Check \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Batch No. \_\_\_\_\_

Id # \_\_\_\_\_