

**Serving the Municipalities
of the
Land of Enchantment**



**P.O. Box 846
(1229 Paseo de Peralta)
Santa Fe, NM 87504-0846**

**phone: 505.982.5573
toll free: 1.800.432.2036
fax: 505.984.1392
www.nmml.org**

NEW MEXICO MUNICIPAL LEAGUE



2012

**NEWLY ELECTED
OFFICIALS
INSTITUTE**

**Basics of NM Municipal Government:
Information Essential for Your Civic Duty**

Save the Date

***March 24th - Las Cruces
March 31st - Albuquerque***



2012 
NEWLY ELECTED
OFFICIALS
INSTITUTE

Saturday, March 24th

Las Cruces

Hotel Encanto de Las Cruces

Saturday, March 31st

Albuquerque

Marriot Uptown Hotel

Get off to a good start! I urge all newly elected officials to attend The Basics of New Mexico Municipal Government: Information Essential for Your Civic Duty. This program will cover the League's most frequently requested training topics. Although this session is geared toward newly elected officials, incumbent and appointed officials who would like a refresher are welcome to attend.

Additional educational opportunities for all governing body members are available through our Municipal Officials Leadership Institute (MOLI). Please see inside back cover.

The New Mexico Municipal League is a nonprofit, nonpartisan association representing and serving New Mexico's cities, towns and villages. Its member cities comprise 100% of the State's municipal population and approximately 68% of its total population. Its largest member has 10,000 times the population of its smallest, yet each member city casts one delegate vote in setting policy and electing officers at the Annual Conference. One of the League's priorities is to offer training programs that assist municipal officials in performing their duties.

I look forward to seeing you at one of these sessions.

Sincerely,

William F. Fulginiti, Executive Director
New Mexico Municipal League

MUNICIPAL OFFICIALS LEADERSHIP INSTITUTE



Being a municipal official requires a knowledge base of a variety of issues that impact your community and constituents. You're expected to know all the answers, solve all the problems and perform all the duties necessary to lead your residents to success. Your community deserves the best, and MOLI will empower you with the skills and understanding needed to serve more effectively.

Learning to govern efficiently, ethically, and wisely requires considerable time, effort, and education on the part of the elected official. New Mexico's municipal elected officials now have an opportunity to participate in a special program that offers certification for newly - elected and seasoned officials. The voluntary three-tiered program provides the knowledge and tools necessary for effective and ethical leadership. The objective is to encourage continuing education, promote excellence in local governance and recognize local elected officials who take advantage of training opportunities. Participants who successfully complete all three levels will receive the distinguished designation of Certified Municipal Official (CMO) and receive a pin and plaque in recognition of their status.

WHY SHOULD I ATTEND?

- To serve in your elected capacity to the best of your ability
- To learn the basics of municipal governance
- To improve communication and relationships with governing body, constituents and staff
- To learn to be an effective leader
- To develop invaluable friendships and resources

WHO TEACHES THE CLASSES?

The Speakers' Bureau includes university professors, municipal officials, state officials, professional trainers, League staff and other experts in municipal issues.

Linda Gaume Jaramillo, Program Director
ljaramillo@nmml.org
800-432-2036 x 525

HOTEL INFORMATION

Please make your reservation by directly calling the Hotel of your choice and ask for the Newly Elected Officials Room Block.

March 24th

Hotel Encanto de Las Cruces
705 South Telshor Blvd.
Las Cruces, NM 88011
Telephone: 575-522-4300
Room Rates: \$84.00 Single/Double + tax
HOTEL RATE CUT-OFF DATE: March 16th

*Note: All reservations must be guaranteed with a credit card.
Cancellation deadline is 3:00 pm the day prior to arrival.*

March 31st

Marriott Uptown Hotel
2101 Louisiana Blvd., NE
Albuquerque, NM 87110
Telephone: 505-881-6800
Room Rates: \$81.00 Single/Double + tax
HOTEL RATE CUT-OFF DATE: March 16th

*Note: All reservations must be guaranteed with a credit card.
Cancellation deadline is 6:00 pm on day of arrival.*

You must make your room reservation by the cut-off date listed above. After that date, rooms will be on a space available basis at the regular rates.

MEETING AGENDA

8:00 am – 5:00 pm

New Mexico Governmental Structure

The role of the Mayor: Who's the boss?
Mayor Pro-Tem: Who, when and why?
Governing Body: Writing the rules
What does the state have to do with it?

Municipal Court

Judicial branch:
The relationship between the court and the governing body
What about the court budget?
Who oversees the court personnel?

Meetings

Basics of Parliamentary Procedures
Public participation in your meetings: What's required?
Rules of Order: Are there alternatives to Robert's?
Who should set the meeting agenda?
Open Meetings Act compliance
Ordinances and resolutions: What's the difference?
What are the most misunderstood motions?

12:00 - 1:00 pm - Luncheon

Doing the Right Thing: Putting Ethics Principles into Public Service

Think before you sink
Putting ethical principles into practice
Sorting through competing considerations

Finance

Money, money, money...
Where does it come from?
New Mexico tax structure
Municipal sources of revenue
Where does it go?
Budget development and public hearing process
Amendments & adjustments
Purchasing all that stuff!

Managing the Risk of Local Government

Torts: Your personal and municipal liabilities
Staying out of trouble: The importance of following policy and procedures
Why we settle: Strategies and considerations



REGISTRATION

**Save time, paper, and transmission cost!
Take advantage of our on-line registration.**

Go to www.nmml.org, and click on events; you can choose between bill me, PO, or credit card payments.

If you do not have your log-in information, please contact Jackie Portillo at jportillo@nmml.org. Once you have your log-in, you will be able to register online for any NMML event.

REGISTRATION/CANCELLATION POLICY:

If you have not registered by 3 days prior to your meeting, you *must* register on-site. All requests for cancellation must be received in writing no later than 3 days prior to your meeting. Cancellations received after the 3 days prior to your meeting will be charged a \$15.00 cancellation fee. No registrations or cancellations accepted by telephone. If you're preregistered and do not attend without cancelling your registration, you are responsible for full registration fee. Cancellation deadline also applies to inclement weather related conditions.

If you choose not to register online please fill out the following registration form and return to:

Registrar - NMML
P.O. Box 846 – Santa Fe, NM 87504
Fax: (505) 984-1392
Phone: (800) 432-2036 or (505) 982-5573

I will attend the Newly Elected Officials Institute on:

- March 24th - Hotel Encanto, Las Cruces
- March 31th - Marriott Uptown, Albuquerque

NAME: _____

TITLE: _____

MUNICIPALITY: _____

MAILING ADDRESS: _____

_____ Including City/State/Zip

BILLING ADDRESS: _____

_____ Including City/State/Zip

EMAIL: _____ PHONE: _____
For meeting confirmations

Registration fee is \$75.00 (Includes reference notebook and lunch)

- I will attend Luncheon
- I will not attend Luncheon
- I prefer a vegetarian meal
- I have special needs (please contact us ASAP)

Will Pay at Meeting - PO#: _____

Check Enclosed - Payable to NMML
(Include registrants name on check/stub.)

Charge registration fee to: Visa or Master Card listed below.

The NMML is authorized to use the card below to pay all applicable registration fee(s) in the amount of \$ _____

Card #: _____ Exp Date: _____

Name of Card Holder: _____
If different from Registrant Name