

**REGISTRATION INFORMATION
SESSION 028**

Please register me for the following session:

- Montgomery October 27
- Birmingham October 28
- Registration fee of \$100 is enclosed.

Name _____

Title _____

City/Town _____

Mailing Address _____

City, State _____

Zip _____

PAYMENT OPTIONS

Registrations must be prepaid.

Type of Payment:

- Check enclosed.** Make checks to:
Alabama League of Municipalities

- Visa American Express Master Card

Card Number: _____

Expires: _____

Name on Card: _____

Signature: _____

Amount Paid: _____

**Please mail completed Registration Form and
Payment to:**

**Alabama League of Municipalities
P.O. Box 1270
Montgomery, AL 36102
Or by FAX to: 334-263-0200**

CMO Program Overview

In early 1994, the Executive Committee of the Alabama League of Municipalities unanimously voted to appoint a subcommittee to study the feasibility of establishing a certification program for elected municipal officials. In July 1994, the Executive Committee agreed to the subcommittee's recommendation and approved the League's CMO program. The League's CMO program was the second elected municipal officials training program in the country.

The Elected Officials Education Program is voluntary and open to all elected municipal officials. The League conducts one-day training sessions at least twice a year at four regional sites. Participants earn 5 credit hours by attending these sessions. Credit hours may also be earned by attending other League or National League of Cities conferences or through service on League committees and boards. Outside credit is also awarded for attendance of approved seminars.

Any official who earns 40 credit hours in the program will be awarded the designation of Certified Municipal Official (CMO). Currently, 2823 elected municipal officials are enrolled in this program. There have been 772 elected municipal officials to complete the basic 40 hours of training required for the CMO designation. There have been 326 officials to complete their advanced hours.

In response to requests from CMO graduates, an Advanced CMO Program was established in early 1997. This program allows elected municipal officials who have achieved the basic CMO designation to obtain additional training. Several seminars are conducted each year for the Advanced CMO Program.

Graduates of the Advanced CMO program can retain their status by obtaining 10 hours of continuing CMO credit during a two year period.

**For additional information on either program,
contact Theresa Lloyd at 334-262-2566.**

ALABAMA LEAGUE OF
MUNICIPALITIES

SESSION 028



REGISTRATION INFORMATION

Registration forms and payment must be received five (5) calendar days prior to the date of the training session. No on-site registrations will be accepted due to catering requirements and training material supplies.

Cancellation Policy:

Full refunds of the registration fee will be made if the registrant cancels 15 or more days prior to the meeting for which he or she is registered. If registrant cancels 10 to 15 days prior to the meeting, a refund of \$75 will be made. No partial refunds will be made for cancellations made less than ten (10) days prior to the meeting except for approved medical reasons. Substitutes will be allowed, but the substitute **MUST BE** an elected municipal official.

The League reserves the right to cancel any session for which 20 or fewer participants are registered. Registrants for any cancelled session will be assigned to another session at the location of their choice or the registration fee will be refunded at the choice of the registrant.

Reasonable Accommodations:

Reasonable accommodations will be made for persons with disabilities if requested at least 10 calendar days in advance. **Please contact Theresa Lloyd at 334-262-2566.**

**For more information
Contact League Headquarters
at 334-262-2566.**

TOPICS

Program Time: 9:30 a.m. - 3:30 p.m.

Topics:

- **Grant Writing 101**
Jessica Dent, Planning & Economic Development Specialist, ADECA
- **The Police Jurisdiction and Alteration of the Corporate Limits**
Tracy Roberts, Assistant General Counsel, ALM
- **Social Media Liability**
Donna Eich Brooks, Lehr Middlebrooks & Vreeland, P.C.

Lunch served on site. Lunch is included with registration fee.

DATES AND LOCATIONS

Montgomery

October 27, 2009

Renaissance Montgomery Hotel & Spa
at the Convention Center
201 Tallapoosa Street

Birmingham

October 28, 2009

The Wynfrey Hotel
1000 Riverchase Galleria

Registration is open to ANY Municipal Official or Municipal Personnel.

Due to limited seating in the meeting and luncheon areas, guests will not be allowed.

Space is Limited!

ELECTED OFFICIALS TRAINING PROGRAM

A series of one-day continuing education programs designed for elected municipal officials – mayors and councilmembers – who voluntarily wish to receive formal training in municipal government.

The cost of each regional session is \$100.00, which includes lunch and all handout materials.

CMO CREDIT

This session qualifies for five (5) hours of basic and advanced credit toward the designation of Basic or Advanced Certified Municipal Official. Officials who have completed both the Basic & Advanced CMO Programs will receive five (5) hours of continuing credit for attendance of this session.

Visit  **ALM Online**
www.alalm.org