

Registration Form

**Online registration is available at www.lkm.org.*

Step 1: Enter contact information.

Name: _____

Title: _____

Entity: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

Special Needs: _____

Step 2: Select Registration Type.

☐ City Official (\$160) ☐ Spouse/Guest (\$50)

City Official registrations include all meals and social events, plus a free copy of the newly revised *Governing Body Handbook*. Spouse/Guest registrations include all meals and social events.

Step 3: Enter Payment Information.

☐ Check Enclosed ☐ Send Invoice

Please send this form to:

League of Kansas Municipalities
Governing Body Institute Registration
300 SW 8th Avenue, Suite 100
Topeka, KS 66603-5912
Or Fax: (785) 354-4186

Cancellations

All cancellations must be made in writing prior to May 1.

Questions?

Questions about the Governing Body Institute should be directed to Nathan Eberline, LKM Intergovernmental Relations Associate, at (785) 354-9565 or via e-mail to neberline@lkm.org.

**League of Kansas Municipalities
300 SW 8th Avenue, Suite 100
Topeka, KS 66603-5912**

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Governing Body Institute



*Ideal training for newly elected
and experienced city officials!*

May 8 & 9, 2009

Capitol Plaza Hotel
1717 SW Topeka Blvd
Topeka, Kansas

*Co-sponsored by the League of Kansas Municipalities
& the Kansas Mayors Association*

Why Attend?

The primary objective of the Governing Body Institute is to provide elected municipal officials with a curriculum that will assist them in effectively meeting the requirements of their elected role. The program offers a comprehensive overview of Kansas municipal government and is presented by staff of the League of Kansas Municipalities.

Attending the Governing Body Institute is the first step new officials should take toward success in public office. From the basics of Constitutional Home Rule, to city finances, this session is designed to quickly bring new officials up to speed on municipal issues.

The knowledge and expertise you gain will increase your confidence and credibility with citizens, as well as your new peers. Re-elected officials or longer-term appointed city officials will also value the up-to-date information on municipal operations and networking opportunities the session offers.

Topics discussed at the Governing Body Institute will include:

- ☒ Constitutional Home Rule
- ☒ Kansas Open Meetings Act
- ☒ Municipal Finance
- ☒ Overview of Personnel Policies and Issues
- ☒ Ordinances and Voting

The Governing Body Institute will include sessions designed for both elected and appointed city officials. The training will include breakout sessions for Mayors; Councilmembers and Commissioners; and Appointed City Officials. The program will offer a comprehensive overview of Kansas municipal government as it relates to the roles of these specific city positions.

Effective municipal leadership requires knowledge. The Governing Body Institute will help newly elected or appointed city officials gain knowledge and expertise in their areas of specialization.

Event Location

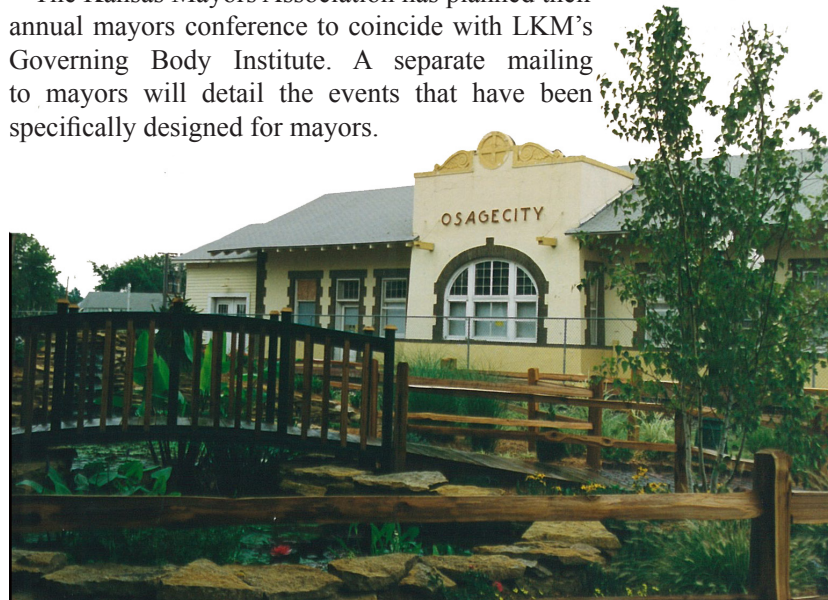
The Governing Body Institute will be held at the Capitol Plaza Hotel in Topeka, located at 1717 SW Topeka Blvd. The League of Kansas Municipalities has blocked a group of rooms on-site on a first-come, first-served basis for Friday, May 8, 2009 at:

Capitol Plaza Hotel
1717 SW Topeka Blvd
(785) 431-7200

Rate: \$94, King or Double Rooms
Cut-off Date: April 17, 2009

Mayors Conference

The Kansas Mayors Association has planned their annual mayors conference to coincide with LKM's Governing Body Institute. A separate mailing to mayors will detail the events that have been specifically designed for mayors.



Schedule of Events

Friday, May 8

1:00 p.m.—5:00 p.m.

Annual Mayors Conference Events, Capitol Plaza

5:00 p.m.—6:00 p.m.

General Session, Capitol Plaza
Legislative Update
MLA Awards Program

6:15 p.m.—9:00 p.m.

Dinner and Social Event, Heritage Hall

Saturday, May 9

8:30 a.m.

Registration and Continental Breakfast, Capitol Plaza

9:00 a.m.—3:00 p.m.

Governing Body Institute Training, Capitol Plaza
A copy of the newly revised *Governing Body Institute Handbook* is included in the registration fees!