

# REGISTRATION FORM

## MAIL REGISTRATION FORM AND PAYMENT TO:

Elected Officials' Program  
Center for Government Services  
Rutgers, The State University of New Jersey  
303 George Street, Suite 604  
New Brunswick, NJ 08901-2020  
or Fax to 732-932-3586

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_

Employer \_\_\_\_\_

Title \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers (required – check box for preferred)

Mobile \_\_\_\_\_  Home \_\_\_\_\_

Work \_\_\_\_\_ Extension \_\_\_\_\_

E-mail \_\_\_\_\_

## COURSE INFORMATION:

Powers & Duties of the Municipal Governing Body, Fee: \$200

Please note your preferred course date:

\_\_\_\_\_ MARCH 10, 2018: COURSE ID# EO-2001-SP18-1

\_\_\_\_\_ JUNE 2, 2018: COURSE ID# EO-2001-SP18-2

## PAYMENT INFORMATION:

Check or voucher must accompany registration form. Make check or voucher payable to Rutgers, the State University of New Jersey. Mail to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register on-line at: <http://cgs.rutgers.edu>. Click on the red "Register Now" button.

There is a \$25 fee for course withdrawals, transfers and/or returned checks.

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Continuing Studies

CENTER FOR GOVERNMENT SERVICES  
Rutgers, The State University of New Jersey  
303 George Street, Suite 604  
New Brunswick, NJ 08901-2020

CENTER FOR  
GOVERNMENT SERVICES

## THE POWERS & DUTIES OF THE MUNICIPAL GOVERNING BODY



Spring 2018  
Rutgers University  
Center for Government Services  
New Brunswick

**RUTGERS**  
Continuing Studies

## THE POWERS & DUTIES OF THE MUNICIPAL GOVERNING BODY

Rutgers University Center for Government Services is pleased to present a program for elected municipal officials. This seminar provides governing body members with an overview of municipal government and the multitude of challenges affecting its efficient, timely and ethical operations.

The six-hour seminar covers essential components of the administration of municipal government. It familiarizes students with the breadth and depth of governing body responsibilities. It also provides basic information about the legislative, regulatory, financial, legal, and ethical environments in which municipal governments exist. Most importantly, it imparts a sense of when to question the administrative processes that involve the participation of the governing body.

Instructed by experienced professionals, the session brings real-life applications and insights to better understand the nuances of public service in government.

This program has been specifically designed to address the needs and interests of elected officials serving in their respective communities.

**Saturday, March 10, 2018, # EO-2001-SP18-1**

- or -

**Saturday, June 2, 2018, # EO-2001-SP18-2**

**9:00 AM - 4:00 PM**

**Rutgers University  
Center for Government Services  
303 George Street  
6th Floor, Classroom A  
New Brunswick, NJ 08901-2020**

**Fee: \$200.00**

Directions and parking information can be found at:  
<http://cgs.rutgers.edu/directions-cgs>

## THE POWERS & DUTIES OF THE MUNICIPAL GOVERNING BODY

### AGENDA TOPICS

Forms of Municipal Government  
Policy Making & Implementation  
Organization & Administrative Codes  
Management Challenges  
Budgeting  
Taxation  
Financial Controls  
Staff Relationships  
Labor Relations  
Contract Negotiations  
Planning & Zoning  
Open Public Meetings Act  
Open Public Records Act  
Ethics

### INSTRUCTORS:

Reagan Burkholder  
Administrator, Summit (retired)  
Principal, Summit Collaborative Advisors, LLC

Timothy Gordon  
Administrator, Millburn (retired)

*Continental breakfast and lunch will be provided.*

### CONTACT INFORMATION:

732-932-3640 X632  
fax: 732-932-3586  
[www.cgs.rutgers.edu](http://www.cgs.rutgers.edu)

## REGISTRATION INFORMATION

### Enrollment Policy

Mail-in, faxed, on-line (at <http://cgs.rutgers.edu>), and in-person registrations at the CGS offices are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured. A student who has a delinquent account with CGS will not be permitted to enroll in any CGS courses until the delinquency is resolved. Students may now register on-line with a credit card or e-check. Go to <http://cgs.rutgers.edu> and click on the "Register Now" link in the left column. In-person registrations at the course location on the day of the first class are considered "walk-ins," who will be assessed a late fee and must complete an agreement-to-pay form. Walk-ins must make full payment of all fees or provide a valid purchase order within five business days.

### Course Fees and Payment

Payment for a student's participation in a course can be obtained using any of the following methods:

- 1) Credit card payment available only through online registration at <http://cgs.rutgers.edu>
- 2) Check or money order payment
- 3) Authorized voucher or purchase order

### Late Fees

Students are required to register for classes before the date of the first session. Any student who attempts to register on or after the first class will be considered a late registrant and will be assessed a \$15 late fee for the processing of the registration.

### Class Cancellation Policy

The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given a choice of receiving a full refund or exercising the option to enroll in another course that is offered during the same semester.

### Certificates

Certificates are mailed to students after completion of each course. They will not be issued if any fees are delinquent.

### Special Needs Students

Students with special needs are encouraged to contact CGS so that appropriate accommodations can be made.