

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

Check appropriate fee:

NJMMA Member: \$150.00 _____

Non-NJMMA Member: \$175.00 _____

COURSE ID# EO-2001-SP17-1 New Brunswick, April 1, 2017

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.

RUTGERS

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



Saturday, April 1, 2017
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, April 1, 2017

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: \$150.00 for NJMMA Members
Fee: \$175.00 for Non-NJMMA Member**

Course ID: EO-2001-SP17-1

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

Continental breakfast and lunch will be provided.

CONTACT INFORMATION

732-932-3640 X632

fax: 732-932-3586

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.