



Elected Officials Essentials Workshop

Tentative agenda – subject to change

Saturday, December 9, 2023

8 – 8:30 am	Check-in and introductions <i>Coffee is provided at in-person locations.</i>
8:30 – 8:40 am	Welcome and introduction to your association Learn about AWC's service to cities – our mission for 90 years.
8:40 – 8:45 am	Overview of Municipal Research and Services Center (MRSC) MRSC empowers local governments with a wide range of services.
8:45 – 8:55 am	Working together: Local government's path forward How do we rediscover our common ground? How do we work together when we disagree? There is a path forward—let's find it together.
8:55 – 9 am	Break
9 – 9:30 am	Tracing our roots: Origins of local government in Washington What makes a community a city? Where do cities derive their authority to govern in the best interest of local communities? Discover the historic roots and current structure of city government in Washington.
9:30 – 10:05 am	Understanding the separation and distribution of local government powers How do cities work? Who does what? Explore the roles of the legislative, executive, and judicial branches of government within cities.
10:05 – 10:10 am	Break
10:10 – 10:30 am	Council's role in personnel matters and labor negotiations Welcome to the "grey zone." It's not so cut and dry, so what <i>are</i> the legal authorities and responsibilities of the city council in personnel matters? Consider promising practices for elected officials to achieve organizational goals through labor and HR processes.
10:30 – 10:45 am	Preventing conflicts and interpreting ethics codes Holding the public trust requires maintaining high ethical standards. How do the rights of an elected official differ from those of a private citizen? Explore topics such as: codes of ethics, conflicts of interest, private use of public funds, and bases for disqualification.
10:45 – 10:50 am	Break
10:50 – 11:15 am	An introduction to municipal finance Where does the money come from? How do cities generate revenue? Learn the basics of sales taxes, property taxes, utilities, and local voter-approved revenue options.
11:15 – 11:20 am	Break
11:20 am – 12:05 pm	Open government training: Public meetings, public records, and records retention This session satisfies the legal training requirement for elected officials under the Open Government Trainings Act.
12:05 – 12:15 pm	Robert's Rules are your new best friend Learn four surprising guidelines that will make you an effective participant in your council meetings from the get-go.
12:15 – 1 pm	Lunch break <i>Networking lunch provided at in-person locations.</i>
1 – 1:55 pm	Exploring municipal scenarios with an on-site city attorney An in-depth and multifaceted approach to real-life situations and issues that elected officials commonly encounter at city hall.
1:55 – 2 pm	Break

2 – 2:15 pm	Experienced leaders panel: Getting off to a strong start Hear sage advice from experienced city leaders about how to avoid common pitfalls and work together to find common ground.
2:15 – 2:30 pm	Closing remarks and takeaways
2:30 pm	Adjourn, safe travels, and stay in touch!

Last updated: 11/29/2023