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
☐ MARCH 13, 2019: COURSE ID# EO-2001-SP19-1
☐ MAY 18, 2019: COURSE ID# EO-2001-SP19-2

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 not 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 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.

**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

**INSTRUCTOR**

Gregory Bonin
Administrator
Branchburg Township

**ADDITIONAL INFORMATION**

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

*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 courses and will notify enrolled students and post the information 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.

**Withdrawals**

Requests to withdraw from a course must be submitted in writing at least 2 business days before the start of the course. Failure to comply will result in forfeiture of all fees.

**Special Needs Students**

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