
Date and Location

Augusta – Thursday, February 9, 2012

Augusta Civic Center, 79 Community Drive

Bangor – Monday, February 13, 2012

Hilton Garden Inn, 250 Haskell Road

* We recommend bringing a light sweater or jacket as it is difficult to regulate room temperature for each attendee.

Time

8:30-9:00 – Registration

9:00-3:15 – Workshop

3:15-3:30 – Questions & Answers

Instructors

Michael Stultz, MMA Staff Attorney

April Dufoe, Town Clerk, Town of Kennebunkport

Fee

\$50.00 – MTCCA Members

\$60.00 – Non-Members

NOTE: This fee includes coffee, lunch and workshop materials.

Members: Please be sure to wear your MTCCA badge to the workshop.

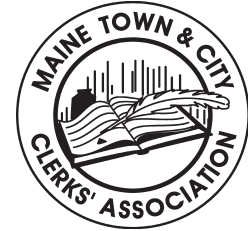
Scholarship

Scholarship money is available. For information, please contact Ruth Lyons at 373-5091 or visit our website at www.mtcca.org/resources.htm to download an application.

About MTCCA:

The Maine Town and City Clerks' Association (MTCCA) is an organization of municipal clerks, deputy clerks and assistant clerks throughout the state of Maine. An association of over 700 members, the MTCCA is a professional-level affiliate group of the Maine Municipal Association (MMA). MTCCA's principal missions are to motivate the Maine municipal clerks to become leaders in their fields of governance and to provide an educational program for new and veteran clerks to meet the highest standards of professional development. A primary objective of MTCCA is to provide professional development opportunities through education, training and peer interaction.

MTCCA
60 COMMUNITY DR
AUGUSTA ME 04330



Maine Town & City Clerks' Association presents:

Town Meeting & Elections Workshop (Title 30-A)

Augusta

Augusta Civic Center
79 Community Drive
Augusta, ME 04330

Thursday, February 9, 2012

Bangor

Hilton Garden Inn
250 Haskell Road
Bangor, ME 04401
Monday, February 13, 2012

www.mtcca.org

Town Meeting & Elections Workshop (Title 30-A)

This workshop is designed principally for Town Clerks (including deputies and assistants). Selectmen and moderators will also benefit from the workshop and are encouraged to attend. The workshop will cover many aspects of town meeting and election procedure, including:

- Warrants; Petitions
- Secret Ballot
- Preparing for the Meeting
- Role of the Moderator
- Open Town Meeting

Registration Information

To register, please fill out the attached form and mail it with your payment to MTCCA, 60 Community Drive, Augusta, ME 04330, or fax your registration to 207-626-5947. You may also register online at www.memun.org/public/MMA/svc/training.htm.

Manuals/Training Materials

NOTE: Attendees should bring MMA's *Town Meeting and Elections Manual (2010)*, as the instructors will be teaching directly from this manual. It can be ordered by calling Jane Tondreau at 1-800-452-8786 (x2295). Fee: \$40.00 plus \$5 for shipping. Available on CD for \$25.00 plus \$2 for shipping. You may also download manuals from the MMA website (free) (www2.memun.org/public/mmapub/OrderForm.cfm).

We recommend that you download and bring Title 30-A, MRSA, Chapter 121 (Sections 2501 through 2532, but through 2556 if you are a city clerk): <http://www.mainelegislature.org/legis/statutes/>

Questions/Cancellations

If you have any questions about the workshop, or wish to cancel, please call Denise Kolreg at MMA at 1-800-452-8786, ext. 2296 (Augusta area: 623-8428). Notification must be given at least 72 hours before the meeting to receive a refund (minus \$10.00 administrative fee). **ALL** cancellations regardless of reason are subject to a \$10.00 administrative fee for processing.

Membership

Interested in joining MTCCA for only \$20.00/yr? Visit our website at www.mtcca.org or call 1-800-452-8786, ext. 2212 for membership information and application.

Storm Policy

If there is inclement weather, a decision to postpone will be made by 5:00 p.m. the day prior to the workshop. MTCCA encourages all registrants to check the MMA website at www.memun.org or call the training hotline at 207-624-0117 before departing for any MTCCA sponsored events to ensure that the event schedule has not changed.

Certification

This program is a mandatory course for the Maine Town & City Clerks' Association Certification Program. Participants must be present for the full day to receive a certificate of completion for the course.

*Any member whose certification expires must attain their original certification again.

Disclaimer: Educational courses and materials offered by the Maine Town & City Clerks' Association, including but not limited to its partners, affiliates, vendors, sponsors, instructors and/or staff are provided for general informational and educational purposes only. None of the educational activities and supplementary documentation is provided as specific legal advice.

Town Meeting & Elections Workshop (Title 30-A)

Please register the following person(s) from _____ for Clerks Town Meeting & Elections (Title 30-A)

(Municipality)

FULL NAME: _____ TITLE: _____ TEL: _____ FEE: \$ _____

FULL NAME: _____ TITLE: _____ TEL: _____ FEE: \$ _____

BILLING ADDRESS: _____ TOTAL AMOUNT: \$ _____

EMAIL: _____

Please circle the location: Augusta-February 9, 2012 Bangor-February 13, 2012

Mail Registration Form to: MTCCA, 60 Community Drive, Augusta, ME 04330 Fax form to: 207-626-5947 or register online at: www.memun.org

ADA Message: In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

PLEASE MAKE CHECKS PAYABLE TO MTCCA

ATTENDING