

MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

Clerking 101 Boot Camp

Monday, June 17, 2019

Presented by:

Jackie Beaudry, City Clerk, City of Ann Arbor

Mary R Clark, Clerk, Delta Charter Township

Beth Grohman, Clerk, Village of Lexington

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| 8:00 a.m. | Registration | |
| 8:30 a.m. | Welcome and Introductions | Mary, Jackie & Beth |
| 8:45 a.m. | Ethics and Codes of Conduct | Mary |
| 9:15 a.m. | Oaths of Office | Beth |
| 9:30 a.m. | Agendas, Minutes & Resolutions | Mary & Beth |
| 10:15 a.m. | Break | |
| 10:30 a.m. | Governing Laws & Ordinances | Mary |
| 12:00 p.m. | Lunch | |
| 1:00 p.m. | Q & A and Catch-up | Jackie, Mary & Beth |
| 1:30 p.m. | Parliamentary Procedure & Rules | Jackie |
| 2:30 p.m. | Open Meetings Act | Beth |
| 3:30 p.m. | Freedom of Information Act | Jackie |
| 4:30p.m. | Adjourn | |