

**NM MUNICIPAL CLERKS CERTIFICATION INSTITUTE
YEAR II – SERIES 14
VIRTUAL CLASSES
OCTOBER 10-12, 2023**



Total Institute Hours: 10

- Program -

For attendance purposes – please have your cameras on during the sessions.

TUESDAY, OCTOBER 10

1:00 – 3:00 PM

(1)

BASIC LEGAL PRINCIPLES

The purpose of this session is to acquaint the students with some of the basic legal principles in local government law as well as various vehicles through which government operates. Discussion points will be the origins and hierarchy of laws and ordinances, as well as the effect that judicial decisions have on municipal operations, the difference between statutes and ordinances and the effect and duration of resolutions of a governing body.

- Clerks & Statutes
- Types of Ordinances & Resolutions

Instructor: Brad Douglas, City Attorney
City of Las Cruces

3:00 – 3:15 PM

***TELEPHONE/COFFEE BREAK**

3:15 – 5:15 PM

(1)

**LOCAL GOVERNMENT BUDGETING &
INTRODUCTION TO GOVERNMENT FINANCE**

The purpose of this session is to outline the budget process, suggested timeline, procedures for preparing the budget, identifying funding sources and their restrictions, and state required financial reporting procedures. It will include an overview of NM statutory requirements and deadlines.

Instructors: Jamie Wall, CMC, Clerk-Treasurer
Village of Fort Sumner
Terry Gray, Treasurer & Finance Director
Town of Bernalillo

WEDNESDAY, OCTOBER 11

1:00 – 3:00 PM

(1)

RESPONSIBILITIES OF THE MUNICIPAL CLERK

This session will offer an overview of the duties of the municipal clerk, and will provide resource information for the State of New Mexico.

- History of the Municipal Clerk
- Statutory Duties
- Duties Relating to Minutes, Elections, Records, etc.

Instructors:

Gayle Jones, MMC, Retired Clerk/Administrator
Village of Bosque Farms

Renee Martinez, MMC, Dep. Clerk/Court Clerk
Town of Red River

3:15 – 5:15 PM

(1)

MEETING ADMINISTRATION, MINUTES AND AGENDAS

This session will assist participants to better understand the role of the Clerk in a governing body meeting of different types, how to create a basic agenda, find out the different formats of agendas, how to write clear and concise meeting minutes, and how to clearly and properly document the meeting events.

Instructors:

Dennis Fulfur, CMC, Clerk
Town of Mountainar

Alicio Palacio, CMC, Deputy Clerk
City of Gallup

3:00 – 3:15 PM

***TELEPHONE/COFFEE BREAK**

THURSDAY, OCTOBER 12

1:00 – 3:00 PM

(1)

IIMC AND THE CERTIFIED MUNICIPAL CLERK PROGRAM

The purpose of this session is to introduce the International Institute of Municipal Clerks and the Certified Municipal Clerk program. Students will learn about the requirements for certification, where to find resources and how to begin documenting their education and experience points.

Instructor:

Lisa C. Johnston, MMC
NMMCFOA Interim Institute Director

*It is requested that all telephone calls be done during this time period to prevent class disturbance.

-VIRTUAL INSTITUTE ADJOURNS-