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Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act of 1974, must be directed to the Director of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the UTK Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.

"If nothing else, attending this Elected Officials Academy has impressed on me how much I have to learn to be an effective city councilman. The Elected Officials Academy surpassed my expectations with its vital and useful information."

"I would recommend that every newly elected official attend this course. It has been extremely informative and helpful."

"Very informative sessions. Wish I had taken this years ago. It will certainly make future meetings and relations with the community much more meaningful."

"As a recently elected alderman of six months, this training was great! Please encourage more mayors and aldermen to participate in these type of sessions."

"Thank you so much for this opportunity! It reaffirmed things that I knew and taught me so much more. I will try to steer the rest of my board to the next training! Whether you have served six months or six years, the Elected Officials Academy has much to teach you!"

For more information on the Elected Officials Academy and the location of one near you, see our website or contact your MTAS training consultant at one of the offices below:

Knoxville (Headquarters)
1610 University Avenue
Knoxville, TN 37921
Phone: (865) 974-0411
Fax: (865) 974-0423

Johnson City
2112 N. Roan St. Suite 604
Johnson City, TN 37601 Phone: (423) 854-9882
Fax: (423) 854-9223

Nashville
226 Capitol Blvd., Suite 606
Nashville, TN 37219
Phone: (615) 532-6827
Fax: (615) 532-4963

Martin
400 Clement Hall
P.O. Box 100
Martin, TN 38238
Phone: (731) 587-7055
Fax: (731) 587-7059

Jackson
605 Airways Blvd., Suite 109
Jackson, TN 38301
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What participants are saying about THE ELECTED OFFICIALS ACADEMY

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LEVEL I CURRICULUM

Level I requires completion of all five Level I courses.

Introduction to Charter, Code and Open Records Law
This session focuses on the differences between a city charter and code by examining the three different charter types. The basic principles of Dillon’s Rule will be explored, and the Open Records law will be covered and discussed in depth.

Municipal Finance Overview
This session explores the municipal budget process. Participants will learn what needs to be accomplished and will learn the purpose and importance of the state-mandated audit.

Ethics and Open Meetings
This session focuses on ethical issues confronting elected officials in local government and covers the requirements as stated in the Comprehensive Ethics Reform Act of 2006. Discussion will center on the Tennessee Ethics Commission, financial disclosure form requirements, local codes of ethics and the MTAS Model Code of Ethics.

Council at Work
This session provides a variety of techniques designed to increase effectiveness as a member of a governing body. Participants will discuss and identify internal effectiveness tools that will help evaluate board effectiveness and improve board discussions. They will also discuss tools to link the governing body with both the community and the municipal staff.

Foundations and Structure of Municipal Government
This session explores the differences and similarities between private business and government. The four forms of government will be explained and the differences between policy (deciding) and administration (doing) in relation to being a member of the board will be examined.

LEVEL II CURRICULUM

Level II requires completion of any five Level II courses.

Economic Development
This session defines economic development in terms that can lead to more effective local development programs and activities. It gives an overview of national and international economic trends that are having the greatest impact on communities in Tennessee.

Fire Review
The Fire Review addresses the fire department’s role in the community and the governing body’s role with the department. It examines the importance and advantages of having Mutual Aid agreements; and focuses on the basic components of ISO grading and demonstrates what impact ISO has on the citizenry within its municipalities.

Human Resources
This session focuses on the key personnel issues within a municipality, such as the importance of city’s personnel policies and knowing how to evaluate the status of these policies. Participants will analyze recruitment and selection policies in particular. Special emphasis is also placed on analyzing the city’s compensation and benefit programs.

Police Review
The Police Review addresses the police department’s role in the community and the governing body’s role with the department. Specific topics include: the drug fund, officer certification, staffing needs and department accreditation.

Public Works
This session emphasizes the role of the governing body in relation to the public works/engineering department. Four key questions will be addressed: 1) Why provide public works services and at what level? 2) How should services be funded? 3) How should services be organized and managed? 4) How do you measure results?

Municipal Risk Management
Risk Management for Elected Officials outlines the foundation of essential risk practices for local governmental entities. This session provides practical recommendations upon which an entity can develop a sound management program that will effectively address its risk exposures.

Water and Wastewater Operations
The session explains the responsibilities of the governing body in operation of the water and wastewater departments, defines a viable water and wastewater system and benchmarks for measuring successful utilities. Current and future water and wastewater challenges are identified and explained as are the federal and state laws and regulators of municipal water/wastewater operations.

You worked really hard to get elected – now what do you do? Attend the Elected Officials Academy (EOA)! If you are an incumbent or a newly elected official, EOA is the right program for you. The goal of the EOA is to familiarize elected municipal officials with the varied aspects of municipal services and leadership. You will earn a certificate for completing each level of the EOA.

The Elected Officials Academy (EOA) provides training and assistance on municipal services and municipal leadership, and is targeted to new (and often not-so-new) mayors and councilors, commissioners and aldermen. Most EOA sessions include elected officials from several different communities, and many past graduates attribute their early success with the city, the community and with each other to the information, relationships and insights that they gained through the academy. The five (two-hour) sessions in Level I cover topics such as the foundation and structure of municipal government, charters and codes, open meetings and open records laws. Level II EOA includes an expansion on topics such as personnel management, fire and police review and water and sewer management.

Online registration for EOA is available at http://www.solutionpoint.tennessee.edu/TPOnline/TPOnline.dll/MTASHome