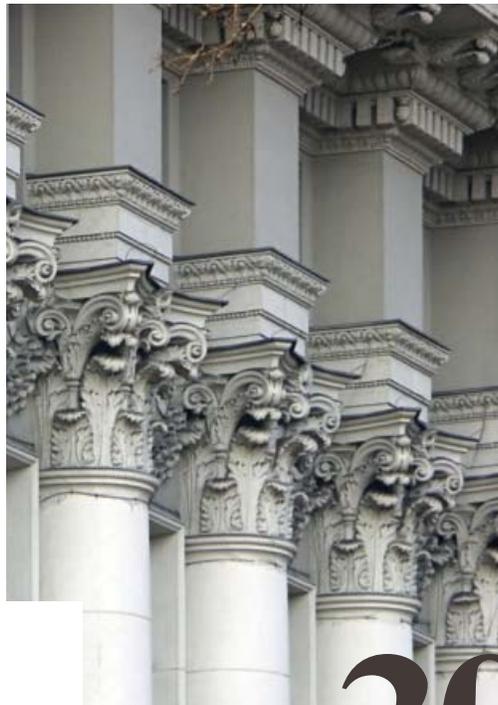




We offer more than sound advice.
We offer a partnership to continuing education.

Newly Elected Officials Training



County officials serve on the front lines of our democracy. It can be a challenging responsibility, particularly for those recently elected. With the proper preparation and training, county officials can assume their responsibilities of office smoothly and efficiently.

2019

CERTIFIED COUNTY OFFICIALS PROGRAM

SPONSORED BY

Illinois Association of County Officials (IACO)

Illinois Association of County Board Members and Commissioners (IACBM)

**Transitions to public office can be challenging.
We can help.**

Our approach is a simple one... educate and communicate.

The Newly Elected Officials Training provides an opportunity for Illinois county officials to increase their knowledge and understanding of county government, especially as it relates to the role and responsibility of the elected official. The training provides information designed to increase the awareness of the legal, ethical and financial responsibilities of all county officials. Further, the training provides credit towards the voluntary Certified County Officials (CCO) program.

ETHICS AND PUBLIC INTEGRITY

As an elected official, it is important to avoid even the appearance of ethical misconduct. Unethical behavior can lead to fines, voided contracts, and even removal from office. State law prohibits elected officials from engaging in conflicts of interest, such as securing special privileges for themselves, receiving gifts related to their work, disclosing confidential information, having financial interests in most public contracts, or holding incompatible offices.

OPEN PUBLIC MEETINGS

The Open Meetings Act (OMA) is a state law that requires meetings of public bodies to be open to the public except in certain situations. The OMA contains specific posting notices and requirements for regular meetings, special meetings, and executive sessions. Violations of the Illinois Open Meetings Act are considered class C misdemeanors.

ACCESS TO PUBLIC RECORDS

The Freedom of Information Act (FOIA) is a state statute that provides the public the right to access government documents and records. A person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure. The law requires each public agency to nominate an officer to be the official keeper of public records, as well as complete an online training course, established by the attorney general.



PARLIAMENTARY PROCEDURES FOR MEETINGS

Newly-elected officials typically have a desire to make changes in some aspect of county government. To do so, requires an understanding of the principles of deliberation in a public body.

Parliamentary procedures like Roberts' Rules of Order spell out the rules of engagement so that debate, discussion, and decision-making are transacted in an orderly way – balancing the protection of the rights of individual members with the rights of the group.



Inside the Courthouse



PANEL DISCUSSIONS WITH EXPERIENCED COUNTY OFFICIALS IN SPECIFIC AREAS OF PRACTICE



COUNTY CLERKS AND RECORDERS

The county clerk is the keeper of all county records. Duties of the county clerk's office range from administering elections to conducting a great deal of the state's taxation duties. The complexity of the recording process, along with the volume of work and the many different types of instruments required to be filed in the clerk's office, place much responsibility on the county clerk.

COUNTY TREASURERS

The county treasurer serves as the county's banker, responsible for the safe keeping and prudent investing of public funds. As the lawful custodian of county funds, the treasurer has the responsibility to receive and distribute the revenue and public monies of the county. The county treasurer also serves as county collector of taxes and is responsible for the preparation of tax bills and for the collection and distribution of property taxes.

CIRCUIT COURT CLERKS

The Clerk of the Circuit Court is the official record keeper for the courts. The circuit clerk is an integral part of the entire county governmental process and is endowed with certain authority to aid and promote the judicial process. The circuit clerk is not an official of local government but a state constitutional officer. The primary duty of the circuit clerk is to assist the Circuit Court judge in the execution of their judicial duties.

CHIEF COUNTY ASSESSMENT OFFICERS

The county assessor plays an important role in local government which is to value and assess real estate and personal property located within the county. The assessor is responsible for publishing assessment change notices, delivering assessment books to the Board of Review and preparing a tentative abstract of the assessment books for the Department of Revenue.



BASICS OF COUNTY BUDGETING

Fiscal management is one of the key responsibilities of elected officials. The operating budget is the most important financial document and provides a road map for the year and a reflection of your county's priorities. It provides the legal authority to incur and pay expenses by allocating available resources to provide services for your citizens. You should familiarize yourself with your county's current operating budget, as well as its budget development process and policies.



January 24, 2019

8:30 a.m. - 4:00 p.m.

Northfield Inn, Suites &
Conference Center
3280 Northfield Drive
Springfield, Illinois 62702
(217) 523-7900

HOTEL ROOM BLOCK: IACO
\$70.00 Double Queens plus taxes
Deadline: January 16, 2019



ABOUT THE SPONSORS



The Illinois Association of County Officials (IACO), a statewide organization of affiliate county official groups, is dedicated to maintaining and improving the quality of county government through education. The IACO membership promotes responsible public policy, ethical service and high standards of performance in single and multi-county units of government. IACO conducts annual meetings, seminars and in-service training sessions. Additionally, IACO facilitates professional networking and publishes professional materials. These efforts are designed to maintain and enhance public confidence in county government.

The Illinois Association of County Board Members (IACBM) is a not-for-profit organization that assists the state's 102 counties in providing effective county governance to the people of Illinois. With its office located near the State Capitol in Springfield, IACBM provides county officials a means to congregate, educate and advocate their interests before the state government. The IACBM is a highly respected organization that offers the full spectrum of association services – educational training, legislative representation, research assistance, insurance coverage, purchasing programs, and publications that keep counties well informed about local government issues.



THERE IS NO CHARGE TO ATTEND!

ALL COUNTY OFFICIALS ARE WELCOME – BOTH NEWLY ELECTED AND INCUMBENTS.



CO-SPONSORED BY



Advance registration is required by January 21, 2019. For more information contact Tamiko Kinkade at (217) 585-9065 / tk@tkcpsolutions.com or Kelly Murray at (217) 528-5331 / ilcounty@gmail.com.

Register online at iacoonline.org or ilcounty.org