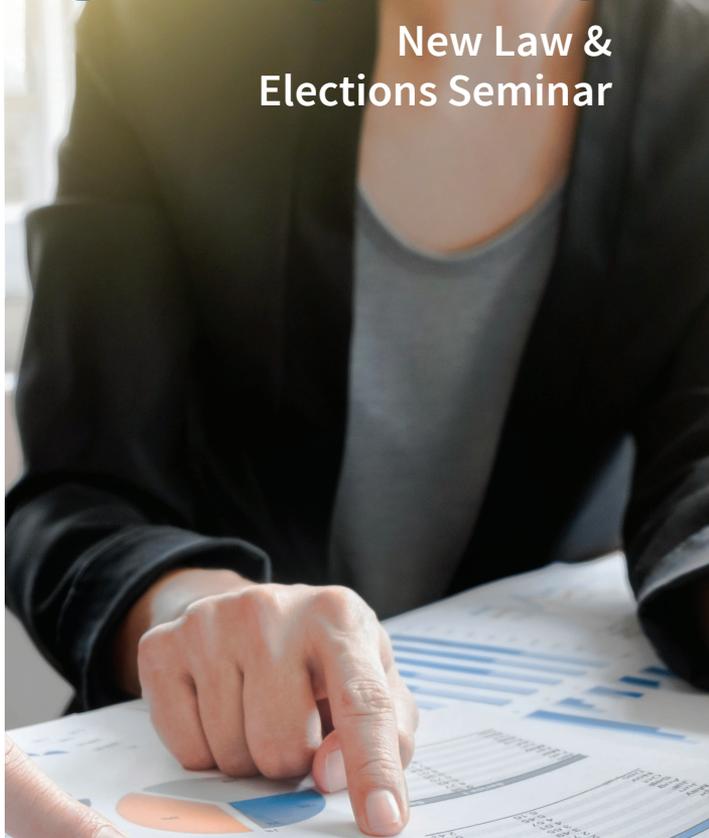


# CITY CLERKS

New Law &  
Elections Seminar



**Register Early!**  
Space is limited  
to the first 380  
registrants.

 Check out our mobile app

 [facebook.com/leagueofcities](https://facebook.com/leagueofcities)

 @CaCities

**DECEMBER 11–13, 2019**

HYATT REGENCY ORANGE COUNTY

REGISTRATION AND HOUSING DEADLINE:

Tuesday, November 19, 2019 | [www.cacities.org/events](http://www.cacities.org/events)



## Registration Open

8:00 a.m. – 6:00 p.m.

## Wholly Shift: Moving from Dangerous Discourse to Extraordinary Dialogue

10:00 a.m. – 12:00 p.m.

At work, there are only two things that get us into trouble and convert productive dialogue into Dangerous Discourse:

1. Our mouths, and 2. Our brains. Despite these natural shortcomings, workplace communications can transform from Dangerous Discourse into Extraordinary Dialogue. This session delivers tools for communicating with both candor and respect so that courageous, critical, seemingly undiscussable conversations can occur. Learning how to have Extraordinary Dialogue will strengthen working relationships and restore and maintain dignity to everyone involved - even yourself.

## General Luncheon: Celebrations & Sponsor Recognition

12:15 – 1:45 p.m.

Celebrations will be acknowledged and awards given during this networking luncheon, including CCAC's Pat Hammers Spirit Award. Please visit and thank our Premium Sponsors at their displays in the foyer!

## Electronically Stored Information Primer for Public Records Act Requests

2:00 – 3:15 p.m.

Previously, e-discovery principles were only used during civil litigation. However, in today's environment, there is as much financial exposure when responding to

Public Records Act (PRA) requests as well. In this session, attendees will get familiar with Electronically Stored Information (ESI) and will learn how to review and produce ESI – including e-mails, text messages, video and audio files – in response to PRA requests. Two years after the San Jose case, these are basic tools that every city clerk needs.

## Break & Exclusive Premium Sponsor Time

3:15 – 3:30 p.m.

Take this opportunity to visit with Premium Sponsors at their displays in the foyer.

## Managing the Marginal Employee

3:30 – 5:00 p.m.

This presentation is designed to train supervisors and managers on how to manage the employee who does the “bare minimum,” who “works the system,” or who “pushes the envelope”. Learn about the characteristics, impacts on the work force, and tips for motivating, evaluating, and disciplining the marginal employee.

## Exclusive Premium Sponsor Time

5:00 – 5:30 p.m.

Take this opportunity to visit with Premium Sponsors at their displays in the foyer.

## Networking Reception

5:30 – 6:30 p.m.

After a full day of education, relax and enjoy some light hors d'oeuvres and refreshments while networking with your colleagues. This will be a joint reception with the attendees of the Municipal Finance Institute, as well as the Fire Chiefs Leadership Seminar.

For speaker information, go to [www.cacities.org/CityClerksEd](http://www.cacities.org/CityClerksEd)

\*Sessions/Speakers are subject to change\*



**VOTE**

POLLS

LOOK HERE  
FOR INSTRUCTIONS  
AND REGULATIONS

An informational sign hanging from the top of the booth. It features a circular logo at the top left, followed by the text "LOOK HERE FOR INSTRUCTIONS AND REGULATIONS". Below this, there are several lines of smaller text and a small graphic of a person at a computer.

**VOTE**

LOOK HERE  
FOR INSTRUCTIONS  
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### Registration Open

8:00 a.m. – 4:30 p.m.

### Elections, New Law, and Fair Political Practices Update

9:00 a.m. – 12:00 p.m.

In this comprehensive session, attendees will receive an overview of the rules and regulations approved during the 2019 legislative session. Practical and real-world applications to city clerk professional responsibilities and tasks will be discussed, as well as FPPC issues and the intricacies of campaign disclosures, gift regulations, conflicts of interest and more.

### Networking Luncheon

12:15 – 1:30 p.m.

### Redistricting: What You Need To Know Before, During, and Following Census

1:45 – 4:45 p.m.

Before the adoption of the CVRA in 2016, only 28 cities utilized by-district elections. Since the CVRA implementation, hundreds of cities and districts have moved or are considering moving to by-district elections and will conduct post-census redistricting for the first time following the 2020 Census. Learn how to utilize existing interdepartmental communications and community partners, and create asset mapping. From the start of Census planning through the execution of your jurisdiction's redistricting, you will learn how to guide your organization through these critical processes.



For speaker information, go to [www.cacities.org/CityClerksEd](http://www.cacities.org/CityClerksEd)

\*Sessions/Speakers are subject to change\*

## Registration Open

7:30 a.m. – 12:00 p.m.

## Networking Breakfast

7:45 – 8:45 a.m.

### KEYNOTE

#### Finding The Funny In Change

9:00 a.m. – 12:00 p.m.

Whether it's changes to technology or new rules and regulations that govern the industry, city clerks are constantly reacting to a new playing field as they reassess and reevaluate their practices. All of this change can cause fear, tension and miscommunication. In this popular keynote, Jan combines humor with practical tips on dealing with change. Jan will teach you how to kick off tough conversations, diffuse tension instantly, facilitate communication, and handle mistakes when things go awry. Learn about her tried and true humor techniques that work in business settings. She will also share some research on the relationship between laughter and health – yes, they've actually studied this stuff! You'll walk away laughing and learning as you discover the steps you can take to conquer, and even embrace change.



**SPEAKER:** Jan McInnis, "The Worklady," Keynote Speaker & Comedian

### MMC/CMC Credit

MMC Advanced Education/Professional & Social Contribution Points and CMC Education/Experience points will be available.

For speaker information, go to [www.cacities.org/CityClerksEd](http://www.cacities.org/CityClerksEd)

\*Sessions/Speakers are subject to change\*

## GENERAL INFORMATION

### Registration & Housing Deadline: November 19, 2019

#### STEP 1: REGISTER FOR THE CONFERENCE

Registration is not complete until full payment is received. The League is unable to accept purchase orders.

- For online registration, go to [www.cacities.org/events](http://www.cacities.org/events) and select “City Clerks New Law & Elections Seminar”
- To request a mail-in registration form, contact [mdunn@cacities.org](mailto:mdunn@cacities.org).

**Registration must be received by the registration and housing deadline.** *After this date, you will need to register onsite if space is still available.*

#### COSTS/FEES

Full registration includes electronic access to all program materials, admission to all sessions, two lunches, one breakfast, and a Wednesday evening reception.

City Staff/Officials.....	\$500
Company/Consultant/League Partner/All Others .....	\$660
Non-member City.....	\$1,500
Guest/Spouse Reception Only Registration (Wednesday) .....	\$50

*The spouse fee is restricted to persons who are not city or public officials, are not related to any League Partner or sponsor, and would have no professional reason to attend the conference. It includes admission to Wednesday’s networking reception only. There is no refund for the cancellation of a spouse registration. It is not advisable to use city funds to register a spouse.*

#### One Day Registration (select Wednesday, Thursday or Friday)

City Staff/Officials.....	\$300
Company/Consultant/League Partner/All Others .....	\$550
Non-Member City .....	\$1,300

#### CANCELLATIONS

**Refunds of rate paid, minus \$75 processing charge,** will be made for cancellations submitted in writing to [mdunn@cacities.org](mailto:mdunn@cacities.org) and received by the **registration and housing deadline.** There are no refunds for cancellations after this date. Substitutions can be made onsite.



If you require special accommodations related to facility access, transportation, communication and/or dietary requests, please contact our Conference Registrar at [mdunn@cacities.org](mailto:mdunn@cacities.org) by the Registration & Housing Deadline.

#### STEP 2: RESERVE A HOTEL ROOM

##### Hotel Information & Reservations

A limited number of hotel rooms are available for conference attendees. All attendees must register for the conference prior to reserving a hotel room. Once registration is complete, you will receive a confirmation e-mail directing you to the housing reservations page. Hotel reservation changes, date modifications, early check-out, or cancellations made prior to the **registration and housing deadline** must be done through the online reservation link you received when registering for the conference. Use your confirmation/acknowledgement number to access your reservation to make changes. Once the registration & housing deadline has passed, please contact the hotel directly with any changes or cancellations. Please note that any hotel cancellations after the housing deadline has passed may incur a financial penalty or a minimum one-night room charge or attrition fees.

##### Hyatt Regency Orange County

11999 Harbor Blvd, Garden Grove, CA 92840

Hotel Rate (per night): \$169 – Single/Double Occupancy (plus tax and fees)

Discounted Self- Parking (per night): \$18 (subject to availability)

Valet Parking (per night): \$36 (subject to change)

**PLEASE NOTE:** *The information you provide to the League when registering for a League conference or meeting may be shared with the conference or meeting hotel(s). The hotel(s) will also share with the League the information you provide to the hotel(s) when you make your hotel reservation for the conference or meeting. The information shared between the League and the hotel(s) will be limited to your first name, last name and dates/length of stay in the hotel.*



1400 K Street, Suite 400  
Sacramento, CA 95814  
[www.cacities.org](http://www.cacities.org)

# Join us for the 2019 City Clerks New Law & Elections Seminar

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