

Central Illinois Municipal Clerks Organization

presents

“BACK TO BASICS”

A basics course on proper procedures, legal obligations,
and duties of the Municipal Clerk



Thursday, June 12, 2025 – 1:00 p.m. to 5:00 p.m. and
Friday, June 13, 2025 – 8:00 a.m. to 4:00 p.m.
Holiday Inn & Suites Peoria at Grand Prairie,
7601 N. Orange Prairie Road, Peoria, IL

Topics to be presented

Freedom of Information
Statutory Duties
Meetings, Notices, and Agendas
Minutes – Open, Closed,
Archiving and Releasing
Health & Wellness

Municipal Calendar
Deadlines and Filings
Ordinances and Resolutions
Local Records Act
Parliamentary Procedure
Open Meetings Act

If you are a new Clerk or Deputy, or if you have been in office and would like answers to the latest changes in the statutes, this seminar is for you! This seminar is available only to municipal clerks and deputy clerks.

Seminar Fee: \$75 per person

(Includes Friday continental breakfast, lunch, and all materials)

Registration Deadline: **June 6, 2025** (\$25 cancellation fee will apply if after deadline)

Call the Holiday Inn & Suites at 309-683-3399 for room reservations (code: CMC)

\$164 single or double (plus tax). **Rate available until May 23rd.**

Name: _____ Title: _____ Municipality: _____

Address/City/Zip Code: _____

E-Mail: _____ Telephone: _____ Fax: _____

Newly Elected Clerk Yes No

Newly Appointed Clerk Yes No

MCI Member Yes No

Send check and registration to:

Darcy Sandefur, City Clerk

City of Urbana

400 S. Vine Street

Urbana, IL 61801

(Please make checks payable to CIMCO)



Questions?

Please Contact:

Nicole Stewart, City of Pekin

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Courtney Coe, City of Peoria

309-494-8569 or ccoe@peoriagov.org