

*The Mission  
of the  
Mississippi  
Municipal League is  
Helping Cities and Towns  
Excel*

*MML accomplishes  
its mission by*

- Providing an atmosphere of opportunity and inclusion for all members;
- Maintaining a strong resource base;
- Advocating aggressively for municipal friendly legislation
- Providing exceptional training for municipal elected officials and leaders;
- Serving as a communication and networking base for municipal elected officials;
- Representing municipalities with federal and private entities

**For further information  
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Become a  
Certified  
Municipal  
Official

*Building Community  
Leadership through  
Education and Excellence*

# CMO--Certified Municipal Officials Course

A program of the Mississippi Municipal League

## Purpose and Mission

The Certified Municipal Officials program utilizes existing opportunities such as conferences and special meetings along with specially crafted courses to provide meaningful, informative, and useful information on topics that will expand the elected official's knowledge and capabilities. The program began in 2002 and graduated its first class of municipal officials in November of 2003.

## Quick Facts

- For mayors and elected municipal board members
- Participation is voluntary
- Hours will be accumulated individually for each participant
- Registration is accomplished with speed and ease
- Course fees are sometimes assessed, as well as a one-time graduation fee
- More than 900 municipal officials are currently enrolled in the program



*The CMO Program addresses a nationwide movement dedicated to developing efficient, effective, community leaders.*

## Certified Municipal Officials (CMO)

There are three levels of certification

### Basic CMO : 60 Total Hours

Core Course Hours: 20

- Municipal Organization (5 hours)
- Municipal Law (5 hours)
- Municipal Finance (5 hours)
- Municipal Land Use (5 hours)

Elective Hours: 40

### Advanced CMO : 40 Total Hours

Core Course Hours: 15

- Community Development (5 hours)
- Economic Development (5 hours)
- E & C Retreat (5 hours)

Elective Hours: 25

### Professional CMO: 40 Total Hours

Core Courses Hours: 15

These core hours are not specified but are courses offered that focus on skills such as personnel management, business communications, interpersonal skills, leadership etc.

Elective Hours: 25

**Professional Development** core hours offered at MML conferences will be designated as such with the letters **PD** next to the course title.

## What participants are saying about CMO:

"After completing the program, I feel that I can more effectively respond to questions and concerns from constituents." *Alderman Steve Moreman, Monticello*

"The instructors who teach are contacts that I can now call when questions arise." *Mayor Nancy Chambers, Forest*

"I encourage all municipal officials to take advantage of this program which will make you a stronger, more effective leader for your city or town." *Mayor Gene McGee, Ridgeland*

## CMO Elective Credits

Elective credits are earned by attending workshops and special issue meetings presented by MML or by state and federal agencies and approved by the MML in accordance with the written CMO Elective Policy. Upon completion of program requirements, the participant is awarded the appropriate CMO designation, to acknowledge their dedication and contribution.

## Reviewing Your CMO Transcript:

- **Step one:** If you have completed the core courses for any CMO Level, determine if you have accumulated the elective hours needed by referring to the center panel of this brochure.
- **Step two:** To determine the total number of elective hours accumulated, first subtract hours for any CMO level core course (The description will include Basic, Advanced or Professional Development in the course title.)
- **Step three:** Additional elective hours must be accumulated to graduate from the next level. For example, the 40 elective hours used to graduate from the Basic Level cannot be used for completion of the next level.
- **Core courses for any CMO level can be taken at anytime, however you must graduate in the following order: Basic; Advanced; Professional Development.**