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Descriptions on reverse side.

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Qty.	Publications & Products	Member*	Non-Member	Amount
	Attorney General Opinion Index	\$24	\$35	
	Authorities & Responsibilities of Michigan Township Officials, Boards and Commissions	\$35	\$51	
	Board of Review Guide	\$35	\$51	
	Building a Better Budget <i>(Includes CD)</i>	\$32	\$46	
	Good Press, Bad Press, Depressed	\$20	\$29	
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	On-Call Fire Departments: The Township Board's Responsibilities	\$25	\$36	
	Parliamentary Procedure in Local Government — <i>Limited Supply!</i>	\$33	\$48	
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	Robert's Rules of Order (Newly Revised, 10 th Edition) — <i>Limited Supply!</i>	\$27	\$39	
	Robert's Rules of Order In Brief — <i>Limited Supply!</i>	\$12	\$17	
	Special Assessments: A Technical Manual for Townships	\$32	\$46	
	Successful Approaches to Governing a Fire Department	\$25	\$36	
	Township Cemetery Management <i>(Includes CD)</i>	\$35	\$51	
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MTA Publication Descriptions

<p>Attorney General Opinion Index-A guide to legal opinions issued by the Michigan Attorney General's Office that directly impact the operation of township government in Michigan. More than 700 opinion summations are organized alphabetically by major topic headings.</p>
<p>Authorities and Responsibilities of Michigan Township Officials, Boards & Commissions-Known as MTA's "little red book," this primer for township board members and officials includes statutory citations and incorporates recent legislation, court cases and major attorney general opinions. Information is provided on terms of office, vacancy, recall, meeting notices, minutes, elections, ordinance publication, investments and tax collections, in addition to the statutory duties of each elected official and township boards and commissions.</p>
<p>Board of Review Guide-Describes the duties and structure of the board of review, the role of the assessor and the Tax Tribunal, and the equalization process. With tabbed headings for easy reference, this publication includes information on other topics such as principals of value, hints for successful meetings, principal residence and agricultural property exemptions, poverty exemptions, new duties for the board of review, and statutory reasons for holding July and December meetings.</p>
<p>Building a Better Budget-Addressing issues from budgeting basics to projecting future financial trends, this book includes sample general fund budget worksheets and formats to provide users with the foundation that townships need to create their township's budget. Includes a CD of Microsoft Word® and Excel® versions of several of the appendices to customize for your township's use.</p>
<p>Good Press, Bad Press, Depressed-This book serves as a roadmap for public officials who want to do a better job of dealing with the media in all its forms, from getting the word out when good things happen to avoiding becoming a media casualty when something bad happens.</p>
<p>Grant Writing for Dummies / Perfect Phrases (2 book package)- <i>Grant Writing for Dummies</i> - This book serves as a one-stop reference for officials who are new to the grant writing process or who have applied for grants in the past but had difficulties. This guide covers the latest changes to the grant writing process as well as a listing of where to apply for grants. <i>Perfect Phrases</i> - With this comprehensive, user-friendly approach to grant writing, officials will be able to tackle the various proposal formats, create a professional purpose statement, and back up their plan with solid data. Plus, discover insider secrets that will really get the attention your township wants-and the funding it needs.</p>
<p>Introduction to FOIA-A must-have for all members of the township board, as well as employees responsible for fulfilling FOIA requests. This easy-to-understand, user-friendly handbook will help township officials learn more about public records, as well as how to handle FOIA requests.</p>
<p>Introduction to Fund Accounting-This manual provides an introduction for those with no prior accounting experience, or serves as a reference for quick review. With topics ranging from basic accounting concepts to financial statements, this text presents the subject matter in a straight-forward manner and offers useful examples.</p>
<p>Introduction to Township Board Meetings-This publication is a handy reference to some of the most common questions or issues that arise in scheduling and conducting township board meetings.</p>
<p>Managing the Modern Michigan Township-This 500-page reference provides a historical perspective on townships, policy-making issues, administrative procedures, financing/tax/budgeting concerns, discussion on public safety and other services provided through townships, planning and zoning issues, and information on capital improvements.</p>
<p>Municipal Civil Infractions—The Process-This book was developed to help alleviate the confusion that often surrounds the civil infraction process, by supplying information regarding the adoption of a municipal civil infraction procedures ordinance, the issuing of tickets and the handling of court proceedings. Samples are also included.</p>
<p>Officials' Guides to Township Government-This handy reference to township authorities and statutory responsibilities provides practical tips and techniques for township administration. A separate manual is available for each elected township office with a common "core" introductory section on township administration and meetings management, and additional sections detailing office-specific duties.</p>
<p>On-Call Fire Departments: The Township Board's Responsibilities-This book includes chapters on the township board's responsibilities for fire protection, the evaluation of your township's fire protection, and emergency and disaster planning. Geared toward township board members and fire department personnel, this publication also provides an explanation of state and federal laws impacting fire service and fire department liability, as well as information on motivating and retaining personnel and financing the fire department.</p>
<p>Parliamentary Procedure in Local Government-Parliamentary procedure as practiced by local government has specific, unique characteristics not shared by other organizations. A comprehensive guide for members of public bodies and the parliamentarians who serve them.</p>
<p>Policy Matters!-In this hands-on book, township board members and staff will find sample policies, practical commentaries and expert tips to get your township started using a policy approach to board governance, ethics, financial procedures and controls, office and facility administration, personnel issues, purchasing, public information, records, using technology, and minimizing risk.</p>
<p>Robert's Rules of Order (Newly Revised)-This guide contains extensive rules covering a wide range of parliamentary situations, and provides guidelines for organizations, their members, elected and appointed officials, boards, and committees.</p>
<p>Robert's Rules of Order In Brief-This step-by-step guide to fair, efficient and correct meeting procedure contains sample dialogues for common meeting items including motions, nominations, elections and votes, and scores of tips for keeping meetings on track.</p>
<p>Special Assessments: A Technical Manual for Townships-This manual provides discussion on how to use special assessments as a financial tool and explains the administrative process; provides a reference chart of recommended special assessment statutes for various improvements; and includes sample forms that illustrate the administrative process for creating a special assessment district.</p>
<p>Successful Approaches to Governing and Administering a Fire Department-A compilation of fire department-related statutes, administrative rules, guidelines and sample forms, this publication also contains information on personnel issues, MIOSHA requirements and basic elements of a fire department.</p>
<p>Township Cemetery Management-From a review of statutes that govern township authority over cemeteries, to the financial aspects of this valuable service, <i>Township Cemetery Management</i> serves as a guide to assist local units of government carry out this important function.</p>
<p>The Township Guide to Planning & Zoning-Provides a comprehensive look at planning and zoning from the township perspective. Along with providing a detailed look at the planning process and outlining elements of a successful planning program, this guide includes information on the statutory authority for township planning, legal influences and limitations on zoning, cooperative planning with other government units, growth management tools and techniques, and the authorities and duties of planning commissions.</p>
<p>Township Planning & Zoning Decision-making-Covering issues from the technical to the ethical and from day-to-day actions to those that are lasting, this handbook is intended to be at the fingertips of the township's planning and zoning officials, as a means to help them reach defensible, effective decisions and build a strong community based on sound planning principles and procedures.</p>