



# INSTITUTE AGENDA

## NALEO 14<sup>th</sup> Biennial National Institute for Newly Elected Officials

November 16 – 18, 2022 | Capital Hilton | Washington, D.C.

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**Wednesday, November 16**

**Pre-Institute Optional Communications Training Program**  
*(Registration is limited)*

**Communications Training Registration**  
*Foyer, Second Floor*  
7:30 a.m. – 9:00 a.m.

**Networking Breakfast**  
*Pan American Room, Second Floor*  
8:00 a.m. – 9:00 a.m.

**Creating and Delivering Your Message**  
*Pan American Room, Second Floor*  
9:00 a.m. – 12:00 p.m.

**Networking Lunch**  
*(For Communications Training participants only)*  
*Pan American Room, Second Floor*  
12:00 p.m. – 1:00 p.m.

**Digital Media Literacy: How to Spot Misinformation and Disinformation!**  
*Pan American Room, Second Floor*  
1:00 p.m. – 2:00 p.m.

**Facebook and Instagram for State and Local Elected Officials**  
*Pan American Room, Second Floor*  
2:00 p.m. – 3:00 p.m.

**Institute Registration**  
*(For non-Communications Training participants)*  
*Foyer, Second Floor*  
2:00 p.m. – 4:00 p.m.

**NALEO Edward R. Roybal Legacy Celebration**  
Mexican Cultural Institute  
2829 16<sup>th</sup> Street NW  
Washington, D.C. 20009  
6:00 p.m. – 8:30 p.m.



**Thursday, November 17**

**Institute Registration**

*Foyer, Second Floor*

7:30 a.m.

**Breakfast Plenary: NALEO 101 and Leadership Roundtable**

*South American AB, Second Floor*

8:00 a.m. – 9:30 a.m.

NALEO and NALEO Educational Fund leadership will provide a history of both organizations and their missions, and speak to the importance of Latinos in public service and the value of #TheNALEONetwork.

**Break**

9:30 a.m. – 9:45 a.m.

**Jurisdictional Breakout Sessions I:**

**The Buck Stops with You – Budgeting, Finance, and Fiscal Responsibility**

9:45 a.m. – 11:45 a.m.

As more Latinos get elected to public office, they must recognize that the most important responsibilities elected officials have are the fiscal oversight of the jurisdiction to which they were elected, and to maintain the trust of the public they serve. During this series of breakout sessions, participants will be provided with an overview of their jurisdiction's budget process and revenue sources and will learn strategies to navigate these issues and make sound fiscal decisions that will benefit their communities beyond their political tenure.

**STATE LEGISLATIVE SESSION**

*New York, Second Floor*

This session will provide participants with an overview and understanding of the state budget process, including agency budget development, gubernatorial review, the legislative approval process, and budget execution. Discussion leaders will also share best practices and lessons learned for how to best influence the appropriations process to meet their jurisdiction's budgetary needs.

**MUNICIPAL/COUNTY SESSION**

*Ohio, Second Floor*

This session will provide participants with an overview and better understanding of the major sources of revenue that local governments receive to fund their operations, and it will equip them with the tools to ask the right questions about their budgets and revenue sources. Discussion leaders will also share best practices and lessons learned for how to balance fulfilling this fiduciary responsibility while building and maintaining public trust.

**EDUCATION POLICYMAKER SESSION**

*Massachusetts, Second Floor*

As financial stewards, school board members and community college trustees can better serve the needs of their students and meet their jurisdiction's goals when they align a budget with their vision of student achievement and educational priorities. This session will provide an overview of state and local funding structures and present education policymakers with strategies to better understand their district budgets. Discussion leaders will share their experiences in the budget process, best practices for how to manage the politics of budgeting, and ways to maximize the budget during this time of change in federal education policy.

**Thursday, November 17 (continued)**

**Break**

11:45 a.m. – 12:00 p.m.

**Luncheon Plenary: Access to the Top — Partnering with The White House and Federal Agencies**

*South American AB, Second Floor*

12:00 p.m. – 1:00 p.m.

As elected officials, it is important to have relationships with federal agencies and White House staff to meet the needs of your constituents and collaborate on important issues. This fireside discussion will highlight best practices to engage representatives of the Biden Administration — whether in Washington, D.C., or in your local jurisdiction.

**Break**

1:00 p.m. – 1:15 p.m.

**Jurisdictional Breakout Sessions II:**

**Building Blocks for Success — Relationships and Understanding the Policymaking Process**

1:15 p.m. – 2:15 p.m.

As our nation endures ongoing political polarization, policymakers must have the ability to work with the diverse constituencies they represent and with colleagues who may have different views. In these sessions, participants will learn strategies and key principles to build relationships with diverse stakeholders that are vital to successful, effective governance, and sound public policy making.

**STATE LEGISLATIVE SESSION**

*New York, Second Floor*

To be effective in governing, legislators need to work within their own caucuses, with the other side of the aisle, across chambers, with diverse stakeholders, and with state leadership. In this session, participants will learn about strategies and tools for successful collaboration with colleagues and individuals who may not share the same perspectives and priorities. Discussion leaders will also share best practices and lessons learned from their own experiences.

**MUNICIPAL/COUNTY SESSION**

*Ohio, Second Floor*

In this session, participants will learn ways to build consensus and advance policymaking decisions by building trust and relationships with county or city administrators and staff, colleagues, and key stakeholders from diverse interests and perspectives. Discussion leaders will also share best practices and lessons learned from their own experiences.

**EDUCATION POLICYMAKER SESSION**

*Massachusetts, Second Floor*

The ability to create conditions in which collaborative problem solving can take place with administrators, staff, colleagues, and key stakeholders with diverse interests and perspectives is critical in our current age of politicization in education. This session will equip participants with best practices they can utilize to become even more effective leaders for their jurisdictions — and the families and students within them. Discussion leaders will also share best practices and lessons learned from their own experiences.

**Break**

2:15 p.m. – 2:30 p.m.

**Thursday, November 17 (continued)**

**Plenary: Developing Your Brand as a Policymaker and Leader**

*South American AB, Second Floor*

2:30 p.m. – 3:30 p.m.

Policymakers have an opportunity to be strong advocates for their constituents — and how you come across as a leader will play a role in your success. Determining the type of policymaker you want to be, and building, monitoring, and maintaining a personal brand is a long-term, continuous, strategic process that takes deliberate dedication — but plays an essential role in effective policymaking. During this session, experts will identify strategies to create a strong and positive leadership brand to tell your story, build a reputation, gather allies, and maximize influence and impact.

**Break**

3:30 p.m. – 3:45 p.m.

**Jurisdictional Breakout Sessions III: Off to the Races! Leading for Change**

3:45 p.m. – 5:00 p.m.

During these breakout sessions, discussion leaders will lead a conversation to reflect on the content provided during the day's plenary and breakout sessions — and offer their "insider" strategies for success as a public official. Participants will learn more about one another, including what motivated them to run for office, the challenges and opportunities they face in their communities, and how to leverage #TheNALEONetwork for present and future support and success.

**STATE LEGISLATIVE SESSION**

*New York, Second Floor*

**MUNICIPAL/COUNTY SESSION**

*Ohio, Second Floor*

**EDUCATION POLICYMAKER SESSION**

*Massachusetts, Second Floor*

**NALEO Celebration of Latino Leadership Reception**

*(Required for all Institute participants)*

5:15 p.m. – 7:30 p.m.

**Opening Reception Patrons:** AltaMed Health Services, American Petroleum Institute, College Board, Constellation Brands, Edison International, and Genentech

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**Opening Reception Friend:** American Federation of Teachers

**Friday, November 18**

**Institute Registration**

*Foyer, Second Floor*

7:30 a.m.

**Networking Breakfast**

*South American AB, Second Floor*

8:00 a.m. – 9:00 a.m.

**Plenary: Integrity in Public Office**

*South American AB, Second Floor*

9:00 a.m. – 10:00 a.m.

The number of Latino elected and appointed officials across the country continues to grow, and as result, all eyes are on us as leaders. Policymakers have the difficult job of balancing the needs and interests of diverse constituencies while adhering to their fiduciary and governance oversight responsibilities. It is critical that state and local government officials understand and adhere to the highest ethical standards and practices. This session will highlight best practices for strong ethical decision making and provide participants with an overview of key ethical issues with which elected officials frequently contend.

**Break**

10:00 a.m. – 10:15 a.m.

**Plenary: Ethics and Government – Cross-jurisdictional Jeopardy**

*South American AB, Second Floor*

10:15 a.m. – 11:15 a.m.

Policymakers have the difficult job of fulfilling the needs of diverse constituencies while adhering to fiduciary and government oversight responsibilities. Therefore, it is critical that elected officials understand and adhere to the highest ethical standards and practices to ensure their work is both compliant and serves the public. This engaging, game-show-formatted plenary in the style of *Jeopardy!* will highlight some of the many issues policymakers face, including grappling with First Amendment freedoms, due process, equal protection, public meeting laws, ethics, rules of engagement, and general legal topics.

**Break**

11:15 a.m. – 11:30 a.m.

**Plenary: Personal Safety for Public Officials — Work Safe. Stay Safe.**

*South American AB, Second Floor*

11:30 a.m. – 12:30 p.m.

A 2019 study published in [State and Local Government Review](#) found that U.S. mayors face higher rates of abuse and violence than the general workforce — and that female mayors were more than twice as likely to experience these violent incidents. From online harassment to personal threats and attacks, no political party, gender, or office level is exempt from these risks. Individual preparation is imperative for the safety and well-being of policymakers and their staff — who often become the targets of unhappy constituents. This plenary will provide participants with best practices, strategies, and practical applications of self-defense to stay safe in the office, at home, and at public events.

**Friday, November 18 (continued)**

**Networking Luncheon**

12:30 p.m. – 1:30 p.m.

**Interactive Networking Activity**

*South American AB, Second Floor*

1:30 p.m. – 2:30 p.m.

During this time, participants will engage in a cross-jurisdictional networking activity that will allow for reflections on content from the previous plenary discussion.

**Break**

2:30 p.m. – 2:45 p.m.

**Plenary: It's a Marathon — Strategies for Self-Care and Work-Life Balance**

*South American AB, Second Floor*

2:45 p.m. – 3:45 p.m.

The moment policymakers are sworn into office they become the chief advocates for their constituents — the go-to people for critical matters that affect daily quality of life. Further, current public servants are leading amid several crises, which can take an additional personal toll. This plenary will provide participants with strategies that elected officials can adopt to practice self-care and maintain mental wellbeing while fulfilling their leadership responsibilities.

**Graduation, Class of 2022 Group Photograph, and Closing Remarks**

*South American AB, Second Floor*

3:45 p.m. – 4:45 p.m.

**National Networking and Champagne Toast**

*South American AB, Second Floor*

4:45 p.m. – 5:30 p.m.

**Additional Plática (Optional): Being Inclusive of Latinos as Latinos**

*Room TBD*

5:30 p.m.