

FACC Live Webinar

What Every City Clerk Needs to Know About Municipal Elections



Thursday, April 16, 2026
2:00 p.m. – 4:00 p.m. ET Via Zoom
\$75 FACC Members/\$100 Nonmembers
Registration Deadline: April 15, 2026

Municipal elections are the backbone of local democracy—and City Clerks play a critical role in keeping them fair, transparent, and compliant. Join us for an essential webinar designed specifically for City Clerks who want to stay ahead of evolving regulations, strengthen election procedures, and confidently navigate the complexities of election administration. In this session, we'll cover key responsibilities, best practices, common pitfalls, and the latest guidance to help you manage everything from candidate qualifying and ballot preparation to public records, voter communication, and post-election reporting. Whether you're new to the role or a seasoned clerk looking for a refresher, this webinar delivers practical insights you can apply immediately. Empower your community, strengthen your process, and elevate your expertise!

Panelists:

- Melissa A. Coyne, MMC, City Clerk of Lake Worth Beach
- Lanelda D. Gaskins, MPA, MMC, FCRM, Town Clerk of Highland Beach
- Kelly S. Koos, MMC, City Clerk of Lakeland

Moderator: Anne Schroeder, The John Scott Dailey Florida Institute of Government

The Zoom link will be emailed to you approximately 2-3 days before the webinar.



the John Scott Dailey
FLORIDA
INSTITUTE OF
GOVERNMENT

Note: This program has been approved by the International Institute of Municipal Clerks (IIMC) for 2 hours (1 point) of Certified Municipal Clerk (CMC)/Master Municipal Clerk (MMC) credit. A completed Ideas to Action (ITA) form is required to receive education credit.

The education curriculum for both the CMC and MMC webinar content was developed, reviewed and approved by the Florida Institute of Government at Florida State University as an IIMC-approved institute, in cooperation with the FACC Professional Education Committee and Board of Directors.

Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Total Due: \$ _____

Register online via floridaclerks.org. Registrations is not complete until payment has been received.

FACC | P.O. Box 1757 Tallahassee, FL 32302 | facc@flicities.com