

FACC Live Webinar

Writing Ordinances & Resolutions



Thursday, August 20, 2026
2:00 p.m. – 4:00 p.m. ET Via Zoom
\$75 FACC Members/\$100 Nonmembers
Registration Deadline: August 19, 2026

Clear, legally sound ordinances and resolutions are essential to effective local governance—and City Clerks are at the center of ensuring these documents are accurate, compliant, and ready for adoption. Join us for a practical, skill-building webinar designed specifically for City Clerks who want to strengthen their drafting expertise and confidence. In this session, we'll walk through the fundamentals of writing and formatting ordinances and resolutions, highlight key differences between the two, and share best practices for clarity, consistency, and legal sufficiency. We'll also explore common pitfalls, review real-world examples, and provide tips for managing amendments, tracking versions, and supporting your governing body throughout the legislative process. Whether you're new to drafting or looking to refine your approach, this webinar offers clear, actionable guidance you can apply right away.

Empower your community. Strengthen your process. Elevate your expertise. Reserve your seat today!

Presenter: Jessica Levins, TBSpeaks

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.



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.**

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