



FACC 2026 FALL ACADEMY

Announcement

Florida Association of City Clerks

October 4-8, 2026

Palmetto Marriott Resort & Spa
Palmetto

GENERAL INFORMATION

Join us October 4-8, 2026, for the Florida Association of City Clerks (FACC) 2026 Fall Academy at the Palmetto Marriott Resort & Spa. The Fall Academy is considered the primary educational opportunity for Florida Municipal Clerks each year and offers the core classes considered essential for the International Institute of Municipal Clerks' (IIMC's) Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) certification programs.

The event begins on Sunday, October 4, with two Pre-Academy Workshops featuring Athenian Leadership Society Dialogue Sessions. Each session will focus on a different book approved by the Athenian Leadership Society and IIMC and will be led by a presenter who facilitates discussion and participant engagement.

The Pre-Academy Workshop has a separate registration fee from the Fall Academy registration.

Sunday's Pre-Academy Workshops will feature two Athenian Leadership Society Dialogue Sessions. Designed to foster reflection, collaboration, and professional growth, these discussions provide a forum for participants to examine leadership themes and exchange ideas in an engaging and supportive environment. Additional information regarding the selected books and facilitators will be announced



Reneé R. Basel, MMC
FACC President
Town Clerk
Town of Gulf Stream

soon. Participants can look forward to meaningful conversations that encourage thoughtful reflection, shared learning, and professional development.

These Athenian Dialogues will be selected from a list of pre-approved books and presenters for IIMC CMC/MMC education points with the satisfactory, timely completion of a learning assessment. All participants must have completed the book in its entirety as a prerequisite for Dialogue attendance.

Athenian Leadership Society Dialogues are open to a minimum of 10 and a maximum of 30 participants on a first-come, first-served basis. The Dialogue is worth six CMC/MMC education hours (or three CMC/MMC education points) with the completion of a knowledge assessment. Participants are required to purchase and read the book before the session. When you register, please include the Pre-Academy Workshop registration fee in your total.

FACC 2026 FALL ACADEMY

The CMC program (First-Year and Second-/Third-Year Tracks), approved by IIMC for 28 CMC education hours, begins Monday, October 5, and continues through Thursday, October 8, until noon. The MMC program (advanced track), approved by IIMC for 20 MMC education hours, begins Monday, October 5, and continues through Wednesday, October 7, until noon.

The early registration deadline is **Thursday, September 10, 2026**. Your registration form must be postmarked on or before September 10 to be eligible for the early registration fee. The deadline to secure your hotel reservation at the Palmetto Marriott Resort & Spa is **Thursday, September 10, 2026**.

CMC CERTIFICATION PURPOSE

The CMC Academy is an intensive continuing professional education program for Municipal Clerks and Deputy Clerks. The purpose of the CMC Fall Academy is to provide the core classes considered essential for Clerks to fulfill their day-to-day responsibilities, as well as to enhance leadership and administrative skills, update the practical knowledge of Clerks in a time of constant change, and provide a bridge between the latest academic theories and realities of current policies and practices. With increased municipal responsibilities, there is a great need for professional education to assist the Municipal Clerk in acquiring new skills and knowledge while strengthening those already in use.

WHAT IS THE CMC CERTIFICATION?

A CMC (Certified Municipal Clerk) certification is a special designation granted by the IIMC to Clerks who have completed 120 hours of attendance at a recognized academy and/or fulfilled other educational or non-educational requirements. Also, a CMC candidate must have been a member of IIMC for at least two years. To be recognized by the IIMC, the academy must provide instruction in

public administration and personal development. Therefore, not all sessions presented will be applicable to every Clerk's unique position; however, these sessions are required to achieve satisfactory completion of the IIMC certification training.

FALL ACADEMY CMC EDUCATIONAL TRACKS (FIRST-, SECOND-, AND THIRD-YEAR)

For new Clerks and those who have never attended a Fall Academy, FACC strongly recommends registering for the First-Year Track to ensure you receive education in the fundamental duties and responsibilities of the Municipal Clerk. Because earning the IIMC Certified Municipal Clerk (CMC) designation requires 120 hours of approved education and typically takes three years to complete, Clerks who begin in the First-Year Track can progress through the Second- and Third-Year Fall Academy tracks together as a class. Along the way, participants may engage in a class project, elect a class president, and build lasting professional connections. At the conclusion of the third year, those who have fulfilled the requirements for the CMC designation will be recognized during a special Recognition Ceremony.

The Fall Academy curriculum is designed as a progressive learning experience, with classes that build in complexity throughout the three-year CMC program. Courses focus on the core duties and responsibilities of the Municipal Clerk while also providing opportunities for personal and professional development. Leadership and management topics are emphasized in even years, while public administration topics are emphasized in odd years.

If you have any questions regarding which CMC track (First-Year or Second-/Third-Year) you should attend, please contact Leslie Howington, Education Coordinator, Florida Institute of Government, at facc@iog.fsu.edu or 850.645.6700.

FACC 2026 FALL ACADEMY

WHAT IS THE MMC CERTIFICATION?

The MMC (Master Municipal Clerk) certification is the more advanced IIMC educational program for those Clerks who have already earned their CMC designation and wish to continue their professional growth and development. The MMC certification program is designed to offer advanced training and education in leadership, management, and interpersonal subject areas. The purpose is to prepare participants to perform higher-level (and more complex) municipal duties. The MMC program honors and salutes continued high-level achievement. A CMC designation is a prerequisite for this program.

IMPORTANT NOTE:

As full-time professionals, we understand the occasional need to step outside briefly during an educational session to answer an urgent phone call or attend to a personal matter. However, to uphold the integrity of the IIMC Certification Program and out of respect for our fellow Clerks, any participant who misses more than 15 minutes of any session will not be allowed to earn points for that session. In addition, this policy applies to leaving any session early as well unless you have a true emergency and receive prior approval from FACC Executive Director Allison Payne (apayne@flicities.com) and/or FACC Education Coordinator Leslie Howington (facc@iog.fsu.edu).

REGISTRATION

Registration fees must accompany all registration forms. To qualify for the advanced registration fee, registration forms must be postmarked on or before September 10, 2026. Registration forms postmarked after September 10, 2026, will be processed at the specified regular fee. **All registration forms must be received by Wednesday, September 30. If you are unable to meet this deadline, please register on-site.**

REGISTRATION FEES	Advanced Fee Before/On 9/10	Regular Fee On/After 9/11
Pre-Academy Workshop: Athenian Dialogue <i>This is a separate registration fee from the Fall Academy registration. This workshop is limited to 30 participants on a first-come, first-served basis.</i>	\$100.00	\$115.00
First-Year Basic – FACC Member	\$450.00	\$500.00
First-Year Basic – FACC Associate Member	\$475.00	\$525.00
First-Year Basic – Nonmember	\$525.00	\$550.00
Second-Year Basic – FACC Member	\$450.00	\$500.00
Second-Year Basic – FACC Associate Member	\$475.00	\$525.00
Second-Year Basic – Nonmember	\$525.00	\$550.00
Third-Year Basic – FACC Member	\$450.00	\$500.00
Third-Year Basic – FACC Associate Member	\$475.00	\$525.00
Third-Year Basic – Nonmember	\$525.00	\$550.00
Advanced – FACC Member	\$475.00	\$525.00
Advanced – FACC Associate Member	\$475.00	\$525.00
Advanced – Nonmember	\$525.00	\$550.00

FACC Retired Past Presidents are offered a 75% discount from the current registration rate. To register, contact Meeting Planner Meredith Montgomery at mmontgomery@flicities.com.

FACC 2026 FALL ACADEMY

ADVANCE REGISTRATION

All participants are encouraged to register in advance to avoid delays at the registration desk. Please complete and return the registration form, along with payment, to FACC, P.O. Box 1757, Tallahassee, FL 32302. Make your check payable to FACC. We cannot accept purchase orders. American Express, Discover, Mastercard, or Visa are accepted for online registration only. Registration forms will not be processed without payment in full.

ONLINE REGISTRATION

Registration is available online at floridaclerks.org. You will need a username and password. If you have never registered for an FACC event online, please contact Meeting Planner Meredith Montgomery at mmontgomery@flcities.com for your credentials.

You can pay online with your American Express, Discover, Mastercard, or Visa, or you can mail your registration form and fee by check to FACC, P.O. Box 1757, Tallahassee, FL 32302. **You are not considered registered until your payment is received and processed, and you will not receive housing information until registration is paid.**

DEADLINES

Hotel Cutoff	September 10
Early Registration Ends	September 10
Cancellation Requests	September 18
Advance Registration Closes	September 30

After September 30, please register on-site.

FLORIDA CERTIFIED PROFESSIONAL CLERK (FCPC) CERTIFICATION PROGRAM

If you are participating in the Florida Certified Professional Clerk (FCPC) Certification Program, more details will be provided soon.

REFUNDS

Cancellations must be in writing and emailed to mmontgomery@flcities.com. Substitutions may be made at any time with advance notice. **All cancellations received by Friday, September 18, 2026, will be eligible for a refund, minus a \$50 administrative fee.**

HOTEL INFORMATION

To protect our rooming block for registrants, it is our policy to release housing information only upon payment of registration. Once your registration is paid, you will receive housing information in your confirmation email. **Please note that the cutoff date to make hotel reservations is September 10.** However, the room block may be filled before that date, so make your reservations as soon as possible. It is important that you register for the Academy early so that you have plenty of time to make your reservations.

NOTE: IF YOU MAKE YOUR HOTEL RESERVATION OUTSIDE OF OUR ROOM BLOCK, YOUR ROOM IS NOT PROTECTED, AND IF THE HOTEL BECOMES FULL, THE HOTEL COULD POSSIBLY MOVE YOU TO A DIFFERENT HOTEL.

FACC 2026 FALL ACADEMY

The Palmetto Marriott Resort & Spa, 600 U.S. Highway 41, Palmetto, Florida 34221, will serve as the host hotel. The room rate is \$261.50 per night plus tax, which includes the mandatory resort fee. The hotel offers our group the following parking concessions: complimentary overnight self-parking, overnight valet parking at \$35 per night, and daily valet parking at \$15 per car. Resort check-in is 4:00 p.m. ET, and checkout time is 11:00 a.m. ET. If you are interested in a late checkout, please arrange it directly with the hotel.

EVENT ATTIRE

Attire for this event is business casual. Please note that meeting rooms are often cool, so plan accordingly.

KNOW BEFORE YOU GO INFORMATIONAL WEBINAR

Please plan to attend a Know Before You Go Informational Webinar about the event on **Monday, September 28, at 2:00 p.m. ET** via Zoom. The registration link will be provided in the FACC Friday Newsletter, or you can email facc@flcities.com to register for this free webinar. Attendance is optional. This webinar is for informational purposes only; it is not approved for any CMC/MMC points or hours.

BUDDY PROGRAM

Is this your first time attending an FACC Fall Academy? If so, sign up for an event buddy by contacting FACC Mentoring Committee Chair Jennifer R. Carfagno, MMC (City Clerk, City of Pinellas Park) at jcarfagno@pinellas-park.com. An event buddy will be assigned to you to help you navigate the Academy and answer any questions you may have. If you have attended past events and would like to serve as a buddy to a new attendee, please contact Jennifer.

MODERATORS NEEDED

Session moderators introduce speakers, assist with important announcements and reminders, and help keep sessions running smoothly. Please select either Yes or No on your registration form if you are interested in being a moderator. FACC staff will contact selected volunteers and provide a moderator script and instructions in advance. Thank you for your help!

PINK TO THE EXTREME CONTEST



In honor of Breast Cancer Awareness Month, FACC encourages attendees to wear pink on **Monday, October 5**. Dress in the most extreme amount of pink clothes and accessories you have and participate in the Pink to the Extreme Contest. You could win a \$50 discount to a future FACC event! This prize can be applied to the 2027 Summer Conference & Academy, a live webinar of your choice from November 2026 through July 2027, or a pre-recorded webinar. This prize must be used before the end of July 2027. Get involved and support our Pink to the Extreme Contest in support of breast cancer awareness!

LIGHT CONTINENTAL BREAKFAST

A light continental breakfast is provided for Athenian Dialogue attendees on Sunday, October 4. A light continental breakfast will be provided for Fall Academy attendees on the mornings of Monday, October 5, through Thursday, October 8.

PRE-ACADEMY WORKSHOP: ATHENIAN DIALOGUE*

Sunday • October 4 | 8:30 a.m. - 4:00 p.m.

Topics will be announced at a later date.

About Athenian Dialogues

Dialogues are conversations among participants, and due to the small class size, offer the opportunity to share experiences, professional and personal, as they relate to the author or the characters in the book.

Athenian Dialogues explore leadership qualities in yourself. Take notes as you read the book, and bring your favorite quote.

*These Athenian Dialogues have been pre-approved for three IIMC CMC or MMC education points with the satisfactory, timely completion of a learning assessment. All participants must have completed the book in its entirety as a prerequisite for Dialogue attendance.

Registration is \$100, plus purchase of the book; lunch is on your own from 12:00 p.m. - 1:30 p.m. Athenian Leadership Society Dialogues are for a minimum of 10 and limited to 30 participants per session, on a first-come, first-served basis.

FIRST-YEAR PROGRAM

Monday - Thursday | October 5-8, 2026

Session details will be announced at a later date.

Monday, October 5

7:30 a.m.* - 5:30 p.m.

Tuesday, October 6

8:00 a.m. - 5:30 p.m.

Wednesday, October 7

8:00 a.m. - 5:30 p.m.

Thursday, October 8

8:00 a.m. - 12:00 p.m.

***Includes First Time Orientation and Education Basics Session**

SECOND-/THIRD-YEAR PROGRAM

Monday - Thursday | October 5-8, 2026
Session details will be announced at a later date.

Monday, October 5	8:00 a.m. - 5:30 p.m.
Tuesday, October 6	8:00 a.m. - 5:30 p.m.
Wednesday, October 7	8:00 a.m. - 5:30 p.m.
Thursday, October 8	8:00 a.m. - 12:00 p.m.

MMC/ADVANCED TRACK

Monday - Wednesday • October 5-7, 2026
Session details will be announced at a later date.

Monday, October 5	8:00 a.m. - 5:30 p.m.
Tuesday, October 6	8:00 a.m. - 5:30 p.m.
Wednesday, October 7	8:00 a.m. - 12:00 p.m.



The Board of Directors of the Florida Association of City Clerks – along with its partners, members, the John Scott Dailey Florida Institute of Government, and the Florida League of Cities – is committed to meeting the ever-changing educational needs of Municipal Clerks. FACC is dedicated to providing enhanced, tailored educational opportunities. This 2026 Fall Academy Program is designed to be academically advanced, with the ability to offer the maximum points for the CMC and MMC designations. We hope you agree, and we thank you for the opportunity to serve you!





FACC 2026 FALL ACADEMY REGISTRATION FORM

October 4-8, 2026 • Palmetto Marriott Resort & Spa

Complete the registration form and email it to facc@flcities.com or mail it to FACC, P.O. Box 1757, Tallahassee, FL 32302. Or you may register online at floridaclerks.org. We accept American Express, Discover, Mastercard, Visa, or checks as payment for registration fees. Make checks payable to FACC.

Before registering, be sure you are signing up for the correct education track. Do you have questions? Contact Education Coordinator, Leslie Howington, at facc@iog.fsu.edu or 850.645.6700.

Registration includes continental breakfast and refreshment breaks Monday through Thursday, as well as Tuesday's Recognition Luncheon.

If you are physically challenged and require special services or if you have dietary restrictions, please attach a written description to your advance registration form. For more information, contact Meeting Planner Meredith Montgomery at mmontgomery@flcities.com.

Last Name: _____ First Name: _____
(As you wish it to appear on your badge)

Title: _____ Affiliation: _____
(Name of Municipality/Company)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Cell Phone: _____

Work Phone: _____ Fax: _____

Current Certification: ☐ MMC ☐ CMC ☐ None (see next question)

If you do not have a current CMC designation, please note which year of the basic program you will be attending:

☐ First-Year ☐ Second-Year ☐ Third-Year

Please choose the appropriate education track and membership status.

	Advanced Fee On/Before 9/10	Regular Fee On/After 9/11
Pre-Academy Workshop: Athenian Dialogue <i>This is a separate registration fee from the Fall Academy registration. This workshop is limited to 30 participants on a first-come, first-served basis.</i>	\$100.00	\$115.00
First-Year Basic – FACC Member	\$450.00	\$500.00
First-Year Basic – FACC Associate Member	\$475.00	\$525.00
First-Year Basic – Nonmember	\$525.00	\$550.00
Second-Year Basic – FACC Member	\$450.00	\$500.00
Second-Year Basic – FACC Associate Member	\$475.00	\$525.00
Second-Year Basic – Nonmember	\$525.00	\$550.00
Third-Year Basic – FACC Member	\$450.00	\$500.00
Third-Year Basic – FACC Associate Member	\$475.00	\$525.00
Third-Year Basic – Nonmember	\$525.00	\$550.00
Advanced – FACC Member	\$475.00	\$525.00
Advanced – FACC Associate Member	\$475.00	\$525.00
Advanced – Nonmember	\$525.00	\$550.00

Payment Information

Method of Payment: ☐ Check (payable to FACC) Total Enclosed: \$ _____

American Express, Discover, Mastercard, and Visa are accepted via online registration only.



FACC 2026 FALL ACADEMY INDIVIDUAL DAY TICKETS REGISTRATION FORM

October 4-8, 2026 • Palmetto Marriott Resort & Spa

Please Print

Name: _____ Title: _____

Municipality (City, Town, Village of): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Cell Phone: _____

Check box(es) below:

	1-3 Year Membership	Advanced Membership	Nonmember
Monday, October 5 Ticket includes a light continental breakfast, education sessions, and refreshment breaks.	☐ \$225	☐ \$225	☐ \$250
Tuesday, October 6 Ticket includes a light continental breakfast, education sessions, recognition luncheon, and refreshment breaks.	☐ \$275	☐ \$275	☐ \$300
Wednesday, October 7 Ticket includes a light continental breakfast, a morning refreshment break, and a morning of education sessions for advanced members, and a full day of education sessions and refreshment breaks for first-year, second-year, and third-year attendees.	☐ \$225	☐ \$175	☐ \$250 (1-3 yr) ☐ \$200 (Adv)
Thursday, October 8 Ticket includes a light continental breakfast, refreshment break, and a morning of education sessions for first-year, second-year, and third-year attendees.	☐ \$225	-----	☐ \$250 (1-3 yr)

Total \$ _____

Accepted Methods of Payment:

- American Express, Discover, Mastercard, and Visa accepted via online registration only.
- Check (payable to FACC); please note that cash is not accepted.

Mail to:

FACC

P.O. Box 1757

Tallahassee, FL 32302-1757



FLORIDA ASSOCIATION OF CITY CLERKS FLORIDA EDUCATION FUND (FEF) DONATION FORM

The Florida Education Fund (FEF) was created in 2013 to raise funds for FACC's professional education programs and protect training investments. FEF is used exclusively for the purpose of providing highly sought-after facilitators and other esteemed education professionals and programs that may far exceed our association budget.

The FEF is funded through direct donations of Florida clerks, supporting agencies, individuals, corporations, or bequests and endowments similar to the IIMC Education Foundation. The intent of FEF is to "supplement" the current educational budget – not offset the currently budgeted funds.

To recognize and thank our donors annually, a list of contributors will appear in the Summer Conference and Academy Program.

To submit your donation, you can pay by check (make payable to FACC), or you can contact FACC to set up an invoice and then login to the FACC portal to pay online with a credit card.

Please check one box: ☐ **One-Time Contribution** ☐ **Annual Contribution (*Invoice me annually*)**

Please check box:

- | | |
|---|--|
| ☐ \$5.00 (Friend) | ☐ \$50.00 (Diamond) |
| ☐ \$10.00 (Silver) | ☐ \$100.00 (Platinum) |
| ☐ \$25.00 (Gold) | ☐ Other _____ |

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

NOTE: Due to FACC's IRS tax status, donations are not tax-deductible; however, the benefits of the high-level education and highly sought-after trainers will far outweigh the tax benefits.

Florida Association of City Clerks • P.O. Box 1757, Tallahassee, FL 32302

850.222.9684 • Fax 850.222.3806 • facc@flcities.com