



Florida Association of City Clerks 2026 FALL ACADEMY Program at a Glance

OCTOBER 4-8, 2026 • PALMETTO MARRIOTT RESORT & SPA

REGISTRATION DESK HOURS

OCTOBER 4	7:00 a.m. - 5:00 p.m.
OCTOBER 5 - OCTOBER 7	7:00 a.m. - 5:30 p.m.
OCTOBER 8	7:00 a.m. - 12:00 p.m.

CERTIFIED MUNICIPAL CLERK (CMC) CERTIFICATION

The CMC Academy is an intensive program of continuing professional education 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. Additionally, a CMC candidate must have been a member of IIMC for a minimum of 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 EDUCATION 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 most critical, core aspects of the Clerks' duties and responsibilities. Because it takes an average of three years to complete the 120 educational hours required by IIMC for the CMC certification, most Clerks who begin in the First-Year Track will then be able to go through the following year's Fall Academies (second- and third-year tracks) as a cohesive group, with a class president and a class project, and then be honored at the end of the third year with a Recognition Ceremony for those who will be earning their CMC designation. **Be sure to attend the First-Time Attendees' Orientation and Education Basics session at 7:30 a.m. on Monday, October 5.**

The Second-/Third-Year Fall Academy tracks offer increasingly complex classes in the core duties and responsibilities of the Municipal Clerk, while including additional personal development classes. The CMC program is designed to be progressive in nature; leadership and management topics are emphasized in even years, while public administration topics are emphasized in odd years.

WHAT IS THE MASTER MUNICIPAL CLERK (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. Designed to offer advanced training and education in leadership, management, and interpersonal subject areas, the purpose of the MMC certification program 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.



To download session descriptions,
use this **QR code**.



The Board of Directors of the Florida Association of City Clerks - along with its partners, the members, the John Scott Dailey Florida Institute of Government at Florida State University and the Florida League of Cities - is committed to meeting the ever-changing educational needs of Municipal Clerks. FACC is dedicated to providing enhanced and catered 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!



PRE-ACADEMY WORKSHOPS: ATHENIAN DIALOGUES

SUNDAY, OCTOBER 4

7:30 a.m. - 8:30 a.m. Grand Ballroom North
Light Continental Breakfast

7:00 a.m. - 5:00 p.m. North Pre-Function
Registration Desk Open

*Pre-registration was required for the
Athenian Dialogues.*

8:30 a.m. - 4:00 p.m. Longboat C
**Athenian Dialogue: *The 21 Irrefutable
Laws of Leadership (25th Edition)*** by John
C. Maxwell

8:30 a.m. - 4:00 p.m. Cortez
**Athenian Dialogue: *It Worked for Me: In
Life and Leadership*** by Colin Powell

10:15 a.m. - 10:30 a.m. SE Pre-Function
Refreshment Break

12:00 p.m. - 1:30 p.m.
Lunch on Your Own

2:45 p.m. - 3:00 p.m. SE Pre-Function
Refreshment Break

5:30 p.m. - 6:30 p.m. Cortez
FACC Board of Directors Meeting

FIRST-YEAR PROGRAM

MONDAY, OCTOBER 5

*Wear pink today in honor of Breast Cancer
Awareness Month and participate in the
Pink to the Extreme Contest.*

7:00 a.m. - 8:00 a.m. Grand Ballroom North
Light Continental Breakfast

7:00 a.m. - 5:30 p.m. North Pre-Function
Registration Desk Open

7:30 a.m. - 8:00 a.m. Manatee
**First-Time Attendees' Orientation and
Education Basics**

8:00 a.m. - 10:00 a.m. Cortez
Clerk Talk: The Essentials & Beyond

10:00 a.m. - 10:15 a.m. Pre-Function
Refreshment Break

10:15 a.m. - 12:00 p.m. Cortez
Clerk Talk: Foundations & Next Steps

12:00 p.m. - 1:30 p.m.
Lunch on Your Own

1:30 p.m. - 3:15 p.m. Cortez
**Publish, Post, Pass!
Ordinances & Resolutions**

3:15 p.m. - 3:30 p.m. Pre-Function
Refreshment Break

3:30 p.m. - 5:30 p.m. Cortez
**Been There, Clerked That: Q&A with
Experienced Clerks**

5:30 p.m. - 6:30 p.m. River Terrace
Welcome Reception

6:30 p.m. - 8:00 p.m. Oyster River
Networking Spot

TUESDAY, OCTOBER 6

7:00 a.m. - 8:00 a.m. Grand Ballroom North
Light Continental Breakfast

7:00 a.m. - 5:30 p.m. North Pre-Function
Registration Desk Open

8:00 a.m. - 10:00 a.m. Cortez
**Understanding Local Government
Structure**

10:00 a.m. - 10:15 a.m. Pre-Function
Refreshment Break

10:15 a.m. - 12:00 p.m. Cortez
**Understanding Local Government
Functions**

12:00 p.m. - 1:30 p.m. Grand Ballroom North
Recognition Luncheon

1:30 p.m. - 3:15 p.m. Cortez
**Ready, Set, Elect! Understanding Municipal
Elections 101**

3:15 p.m. - 3:30 p.m. Pre-Function
Refreshment Break

3:30 p.m. - 5:30 p.m. Cortez
**Ready, Set, Elect! Understanding Municipal
Elections 102**

6:00 p.m. - 8:30 p.m. North Pre-Function
Clerks' Night Out

WEDNESDAY, OCTOBER 7

7:00 a.m. - 8:00 a.m. Grand Ballroom North
Light Continental Breakfast

7:00 a.m. - 5:30 p.m. North Pre-Function
Registration Desk Open

8:00 a.m. - 12:00 p.m. Grand Ballroom South
**Joint Session - What's New in Budgeting
& Reporting: What Clerks Need to Know &
Why It Matters**

10:00 a.m. - 10:15 a.m. Pre-Function
Refreshment Break

12:00 p.m. - 1:30 p.m.
Lunch on Your Own

1:30 p.m. - 3:15 p.m. Grand Ballroom South
**Joint Session - Florida Public Records
Management: From Compliance to
Confidence**

3:15 p.m. - 3:30 p.m. Pre-Function
Refreshment Break

3:30 p.m. - 5:30 p.m. Grand Ballroom South
**Joint Session - Beyond the Box: The
Future of Records Management**

THURSDAY, OCTOBER 8

7:00 a.m. - 8:00 a.m. Grand Ballroom North
Light Continental Breakfast

7:00 a.m. - 12:00 p.m. North Pre-Function
Registration Desk Open

8:00 a.m. - 10:00 a.m. Cortez
**Color Me Curious: Discovering Your True
Colors**

10:00 a.m. - 10:15 a.m. Pre-Function
Refreshment Break

10:15 a.m. - 12:00 p.m. Cortez
**True Colors, Real Conversations:
Navigating Communication & Conflict**

SECOND-/THIRD-YEAR PROGRAM

MONDAY, OCTOBER 5

*Wear pink today in honor of Breast Cancer
Awareness Month and participate in the
Pink to the Extreme Contest.*

7:00 a.m. - 8:00 a.m. Grand Ballroom North
Light Continental Breakfast

7:00 a.m. - 5:30 p.m. North Pre-Function
Registration Desk Open

8:00 a.m. - 10:00 a.m. Longboat Key A/B
**The People Side of Work: Handling
Personnel Issues with Confidence**

10:00 a.m. - 10:15 a.m. Pre-Function
Refreshment Break

10:15 a.m. - 12:00 p.m. Longboat Key A/B
**Performance Matters: Turning
Expectations into Results**

12:00 p.m. - 1:30 p.m.
Lunch on Your Own

1:30 p.m. - 3:15 p.m. Longboat Key A/B
Dial Back Your Stress

3:15 p.m. - 3:30 p.m. Pre-Function
Refreshment Break

3:30 p.m. - 5:30 p.m. Longboat Key A/B
Be Happy at Work

5:30 p.m. - 6:30 p.m. River Terrace
Welcome Reception

6:30 p.m. - 8:00 p.m. Oyster River
Networking Spot

TUESDAY, OCTOBER 6

7:00 a.m. - 8:00 a.m. Grand Ballroom North
Light Continental Breakfast

7:00 a.m. - 5:30 p.m. North Pre-Function
Registration Desk Open

8:00 a.m. - 10:00 a.m. Longboat Key A/B
Balancing Priorities When Everything Is Priority #1

10:00 a.m. - 10:15 a.m. Pre-Function
Refreshment Break

10:15 a.m. - 12:00 p.m. Longboat Key A/B
Too Many Tabs Open? Managing Multiple Projects Like a Pro

12:00 p.m. - 1:30 p.m. Grand Ballroom North
Recognition Luncheon

1:30 p.m. - 3:15 p.m. Longboat Key A/B
Managing Change in These Crazy Times

3:15 p.m. - 3:30 p.m. Pre-Function
Refreshment Break

3:30 p.m. - 5:30 p.m. Longboat Key A/B
Dealing with Negative & Difficult People

6:00 p.m. - 8:30 p.m. North Pre-Function
Clerks' Night Out

WEDNESDAY, OCTOBER 7

7:00 a.m. - 8:00 a.m. Grand Ballroom North
Light Continental Breakfast

7:00 a.m. - 5:30 p.m. North Pre-Function
Registration Desk Open

8:00 a.m. - 12:00 p.m. Grand Ballroom South
Joint Session – What's New in Budgeting & Reporting: What Clerks Need to Know & Why It Matters

10:00 a.m. - 10:15 a.m. Pre-Function
Refreshment Break

12:00 p.m. - 1:30 p.m.
Lunch on Your Own

1:30 p.m. - 3:15 p.m. Grand Ballroom South
Joint Session – Florida Public Records Management: From Compliance to Confidence

3:15 p.m. - 3:30 p.m. Pre-Function
Refreshment Break

3:30 p.m. - 5:30 p.m. Grand Ballroom South
Joint Session – Beyond the Box: The Future of Records Management

THURSDAY, OCTOBER 8

7:00 a.m. - 8:00 a.m. Grand Ballroom North
Light Continental Breakfast

7:00 a.m. - 12:00 p.m. North Pre-Function
Registration Desk Open

8:00 a.m. - 10:00 a.m. Longboat Key A/B
Leadership that Makes a Difference

10:00 a.m. - 10:15 a.m. Pre-Function
Refreshment Break

10:15 a.m. - 12:00 p.m. Longboat Key A/B
Speaking with Confidence

MMC/ADVANCED PROGRAM

MONDAY, OCTOBER 5

Wear pink today in honor of Breast Cancer Awareness Month and participate in the Pink to the Extreme Contest.

7:00 a.m. - 8:00 a.m. Grand Ballroom North
Light Continental Breakfast

7:00 a.m. - 5:30 p.m. North Pre-Function
Registration Desk Open

8:00 a.m. - 10:00 a.m. Grand Ballroom South
Codification: Challenges, Successes, and Lessons Learned

10:00 a.m. - 10:15 a.m. Pre-Function
Refreshment Break

10:15 a.m. - 12:00 p.m. Grand Ballroom South
Everyday AI: How Real People Integrate AI into Their Daily Tasks, Projects, & Workflows

12:00 p.m. - 1:30 p.m.
Lunch on Your Own

1:30 p.m. - 3:15 p.m. Grand Ballroom South
Boards at Their Best: Advisory Boards Best Practices

3:15 p.m. - 3:30 p.m. Pre-Function
Refreshment Break

3:30 p.m. - 5:30 p.m. Grand Ballroom South
Surviving First Amendment Audits & Citizen Journalist Encounters

5:30 p.m. - 6:30 p.m. River Terrace
Welcome Reception

6:30 p.m. - 8:00 p.m. Oyster River
Networking Spot

TUESDAY, OCTOBER 6

7:00 a.m. - 8:00 a.m. Grand Ballroom North
Light Continental Breakfast

7:00 a.m. - 5:30 p.m. North Pre-Function
Registration Desk Open

8:00 a.m. - 10:00 a.m. Grand Ballroom South
How Better Communication Builds Stronger Leaders

10:00 a.m. - 10:15 a.m. Pre-Function
Refreshment Break

10:15 a.m. - 12:00 p.m. Grand Ballroom South
Emotional Intelligence for Effective Public Leadership

12:00 p.m. - 1:30 p.m. Grand Ballroom North
Recognition Luncheon

1:30 p.m. - 3:15 p.m. Grand Ballroom South
Recall Elections & Other Challenges: Entering the Weeds

3:15 p.m. - 3:30 p.m. Pre-Function
Refreshment Break

3:30 p.m. - 5:30 p.m. Grand Ballroom South
Recall Elections & Other Challenges: Surviving the Thicket

6:00 p.m. - 8:30 p.m. North Pre-Function
Clerks' Night Out

WEDNESDAY, OCTOBER 7

7:00 a.m. - 8:00 a.m. Grand Ballroom North
Light Continental Breakfast

7:00 a.m. - 5:30 p.m. North Pre-Function
Registration Desk Open

8:00 a.m. - 12:00 p.m. Grand Ballroom South
Joint Session – What's New in Budgeting & Reporting: What Clerks Need to Know & Why It Matters

10:00 a.m. - 10:15 a.m. Pre-Function
Refreshment Break

ACADEMY HANDOUTS

The FACC will not provide printed handouts for the educational sessions. Session materials are posted online for downloading and printing prior to academy sessions. Wireless access is available in the meeting rooms.

NAME BADGES

Your name badge is provided when you check in at the registration desk. **Name badges must be worn at all times** to identify you as an academy participant and allow you to be served food and beverages.

Neck wallets are sponsored by **MCCi**.

BADGE SCANNING AND IDEAS TO ACTION (ITA) FORMS

You must scan your name badge after each session for credit hours to be counted. You must complete an ITA (Ideas to Action) form for each session you attend. Instructions for accessing the ITA forms and submittal information will be provided to you at the Fall Academy. All ITA forms must be submitted by Monday, October 26, 2026. You cannot earn IIMC credit for hours attended unless you complete each session's ITA form. Certificates will be sent electronically within six to eight weeks after the academy. Completed ITA forms will not be returned unless specifically requested; please keep a copy for your own records. For more information, contact Education Coordinator Leslie Howington at the John Scott Dailey Florida Institute of Government at Florida State University at facc@iog.fsu.edu or call 850.645.6700.

IMPORTANT NOTE

As full-time professionals, you are expected to arrive on time for each session. Out of respect for the instructor and the other participants, FACC will not permit entrance to any session after 15 minutes of the session's start time. We do understand the occasional need to step outside briefly during an education 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**. As discussed above, this policy applies to arriving late and/or leaving any session early as well **unless you have a true emergency and receive prior approval from FACC Executive Director, Allison Payne (apayne@fclcities.com) and/or FACC Education Coordinator, Leslie Howington (facc@iog.fsu.edu).**

BOARD OF DIRECTORS MEETING

The FACC Board of Directors will meet on Sunday, October 4, at 5:30 p.m. in Cortez. Perimeter seating will be available for anyone who would like to attend.

NETWORKING SPOT

On Monday, October 5, from 6:30 p.m. to 8:00 p.m. in the Oyster River Rooftop Bar, join us in the Networking Spot to network with friends and colleagues while enjoying light refreshments, fun, and games.

RECOGNITION LUNCHEON

Don't miss the Recognition Luncheon held on Tuesday, October 6, in Grand Ballroom North, from 12:00 p.m. to 1:30 p.m. This luncheon is included with your main registration.

FACC will hold a ceremony during this luncheon to honor third-year attendees who have recently earned their CMC designation, recognize those nearing completion of their CMC requirements, and celebrate graduates of the Florida Certified Professional Clerk (FCPC) Program.

CLERKS' NIGHT OUT

Clerks' Night Out will take place Tuesday, October 6, in North Pre-Function from 6:00 p.m. to 8:30 p.m. Enjoy line dancing and light refreshments, with a cash bar available for additional beverage purchases. You can register on-site at the registration desk. The cost is \$35 per person (non-refundable; however, substitutions are allowed).

ELECTRONIC DEVICES

As a courtesy to your colleagues and presenters, please turn off cell phones, smartphones, and other electronic devices not being used for session materials at the beginning of each session.

ACADEMY ATTIRE

All activities and social events for this academy are business casual. Meeting rooms are often cool, so you may wish to bring a sweater.



BREAST CANCER 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. **Win a Prize: Win a \$50**

Discount to a Future FACC Event! This prize may be applied to the 2027 Summer Conference & Academy or an FACC webinar of your choice. This prize must be used before the end of July 2027. Get involved and support our Pink to the Extreme Contest in honor of breast cancer awareness!

ACKNOWLEDGEMENTS

The Florida Association of City Clerks expresses sincere appreciation to the 2026 Fall Academy Host Committee, the Professional Education Committee, the Auction & 50/50 Committee, MCCi, the Florida League of Cities, the John Scott Dailey Florida Institute of Government at Florida State University, Message Matters, Inc., presenters, panelists, moderators, and participants for their excellent cooperation and support of the FACC Fall Academy.

MARK YOUR CALENDAR FOR FUTURE FACC EVENTS

FACC 2027 Winter Academy

February 18-19, 2027 | FLC Office | Orlando

FACC 2027 Summer Conference & Academy

July 25-28, 2027 | The Vinoy Resort & Golf Club | St. Petersburg

FACC 2027 Fall Academy

October 24-28, 2027 | Palmetto Marriott Resort & Spa | Palmetto

FACC 2028 Summer Conference & Academy

June 25-28, 2028 | The Vinoy Resort & Golf Club | St. Petersburg



FLORIDA ASSOCIATION OF CITY CLERKS

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