

Institute for Elected Municipal Officials I (IEMO I)

Sample Agenda

The Institute for Elected Municipal Officials (IEMO) program is a comprehensive educational initiative designed to equip newly elected officials with the knowledge, skills, and tools necessary to govern their municipalities effectively. This program provides a structured curriculum covering various aspects of municipal governance. Two additional levels of curriculum are offered for graduates of IEMO I.

DAY 1

7:30 a.m. – 8:30 a.m. **Registration, Breakfast, and Class Overview**

8:30 a.m. – 9:00 a.m. **Florida League of Cities Overview**

This workshop introduces newly elected municipal officials to the mission, structure, and wide-ranging support services of the Florida League of Cities. With over a century of service to Florida's 411 cities, towns, and villages, the FLC is the united voice and primary resource for municipal governance in the state.

9:00 a.m. – 12:30 p.m. **The Municipal Landscape of Florida**

This workshop provides a comprehensive overview of how Florida's municipal governments are structured, governed, and distinguished from other local government entities. It explores the legal foundation, operations, and challenges of municipalities across the state, while also placing cities in the broader context of Florida's state and local government framework.

12:30 p.m. – 1:30 p.m. **Networking Lunch or Guest Speaker**

1:30 p.m. – 5:00 p.m. **Effective Council Techniques**

This workshop provides practical guidance for elected municipal officials to improve their effectiveness in office. The presentation explores the distinct nature of public office and outlines skills and strategies for successful governance, collaboration, and leadership.

5:00 p.m. **Adjourn**

5:30 p.m. – 6:30 p.m. **Networking Reception**

DAY 2

7:30 a.m. – 8:00 a.m. **Breakfast**

8:00 a.m. – 12:00 p.m. **Introduction to Municipal Finance**

This workshop provides elected officials with foundational knowledge of municipal finance, emphasizing their role in setting vision, understanding the budget process, implementing policies and best practices, and ensuring long-term financial stability for their cities. The workshop features an interactive budget game that allows attendees to experience the complexities of budget planning firsthand.

12:00 p.m. – 1:00 p.m. **Networking Lunch or Guest Speaker**

1:00 p.m. – 4:30 p.m. **Navigating Governance**

This workshop equips municipal officials with essential legal and procedural knowledge in three key areas: exposure to liability, parliamentary procedures, and the role of the city attorney.

4:30 p.m. **Adjourn**

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