**Institute for Elected Municipal Officials I**

**Sample Agenda**

**Friday**

7:30 a.m. - 8:00 a.m. Registration/*Light* Continental Breakfast

8:00 a.m. – 8:30 a.m. **Introduction and Overview**

8:30 a.m. – 12:30 p.m. **The Municipal Landscape of Florida**

10:15 a.m. - 10:30 a.m. Refreshment Break

12:30 p.m. – 1:30 p.m. **Public Officials’ Liability Video and Lunch Discussion**

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

3:00 p.m.- 3:15 p.m. Refreshment Break

5:00 p.m. Adjourn for the day

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

**Saturday**

7:30 a.m. – 8:00 a.m. *Light* Continental Breakfast

8:00 a.m. – 11:30 p.m. **Budgeting and Accounting**

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

11:30 p.m. – 12:30 p.m. **Lunch Discussion: Advocacy**

12:30 p.m. – 2:45 p.m. **Taxes and Other Sources of Revenue**

2:45 p.m.- 3:00 p.m. Refreshment Break

3:00 p.m. – 5:00 p.m. **Parliamentary Procedures Your City’s Attorney’s: Roles and**

**Responsibilities**

5:00 p.m. Adjourn for the day