

## **Staff Suggested Training for Incoming Howey-in-the-Hills Town Councilors**

To ensure incoming councilors are well-prepared to fulfill their duties effectively and participate knowledgeably in Town Hall meetings, a comprehensive training program should be established. Below is a structured outline of suggested training components:

### **#1 – Staff Guided Orientation and Training** (Presented by Town Manager, Town Clerk, Town Attorney and Town Planner)

- Introduction to Town Staff and Key Contacts (*Town/Department Organizational Chart*)
- Introduction to Town Charter, Code of Ordinances, and Land Development Code.
- Roberts Rules of Order: Training on parliamentary procedures to ensure orderly and efficient meetings.
- Familiarity with Policies – (*How to request agenda items, how to request a public record, how permit and code enforcement works, how citizens can file a municipal request, process for appointing to boards, and prep meetings.*)
- Legal Training: Overview of municipal law, Sunshine Law, and public records requirements
- Manager-Council Form of Government: Explanation of the roles and responsibilities under this form of government, emphasizing the separation of powers and collaborative governance.
- Municipal Finance 101 – Accounting, Budgeting, and Audits.
- Resources Available – Florida League of Cities
- Public Works / Police Department Tour of Town (*Tour of the Town’s Water Department, Police Department, Town Hall, Cemetery, Parks, Library, and meet the Town’s employees*)

### **#2 – Online Orientation for Newly Elected Officials** through Florida League of Cities (FLC)

*This virtual course offers convenient start dates throughout the year and consists of seven mixed media lessons specific to Florida covering all aspects of municipal governance and the services cities provide.*

*The self-paced course is only \$99 and can usually be completed in less than 10 hours, total. Upon completion, participants will receive a certificate from FLC University and have a better understanding of their role in local government.*

### **#3 – Institute For Elected Municipal Officers** presented by the FLC

**Institute for Elected Municipal Officials I (IEMO I)** – This is a 2-day course that will require travel.

*IEMO I is specially designed for newly elected officials and those with less than one term in office.*

*Workshops include an overview of Florida municipal government and intergovernmental relations, strategies and best practices for effective councils, budgeting and accounting, taxes and other revenue sources, and parliamentary procedures.*

*A registration fee of \$300 covers instructional costs, materials, refreshment breaks and lunch on Friday and Saturday.*

*Workshops include an overview of Florida municipal government and intergovernmental relations, strategies and best practices for effective councils, budgeting and accounting, taxes and other revenue sources, and parliamentary procedures.*