CITY COUNCIL
Special Called Meeting Agenda

November 6, 2025
5:45 PM
6738 Dixon Street
Milton, FL 32570

1. **Open Meeting**
2. **Persons to Appear**
3. **Special Called Meeting Subject**

   Item # 2025-3730
   Training for Parliamentary Procedure
4. **Public Input**
5. **Adjournment**

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, or by calling 983-5410.

"If any person decides to appeal any decision made by the board, agency, or commission, with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." FS 286.0105

Agenda Item # 2025-3730

Training for Parliamentary Procedure

MEETING DATE	PREPARED BY
November 6, 2025	Molly Turnes, City Clerk

BACKGROUND

City Council is exploring parliamentary procedure training for all city board members.

Current City Boards:

- Mayor & City Council - 9 Members
- (CIB) Community Improvement Board - 6 Members
- (BOA) Board of Adjustments - 7 Members
- (HPB) Historic Preservation Board - 7 Members
- Planning Board - 7 Members
- Firefighters Pension Fund Board of Trustees - 5 Members
- General Employees Pension Fund Board - 5 Members
- Police Pension - 5 Members

51 Total Board Members

SUMMARY

Jurassic Parliament - 3-Hour Online Training

City Councils can face special challenges in these turbulent times. This workshop instills the best of Robert's Rules of Order to provide guidelines, tips and tools to run effective City Council meetings. The workshop is interactive and lively.

PRESENTER

Ann G. Macfarlane has trained thousands of elected officials and city volunteers in Robert's Rules of Order since 2005 under the banner of "Jurassic Parliament." Her lively and entertaining workshops use dinosaurs as props to demonstrate how motions work. They are filled with real-life examples that bring the lessons home.

After taking this workshop, participants will be able to:

• Apply the principles of the authority and role of chair, members and staff
• Follow best practices for fair and inclusive meeting discussion
• Make motions and amendments
• Deal with disorder or difficult people

• Run effective public comment sessions
• Make better decisions for your constituency

The base fee for this 3-hour workshop, covering up to 20 people, will be $2,000. Additional participants may be added at a cost of $57/person, to a maximum of 40 people.
Approximate total for 40 board members - $3,140.00

FLC w/ Florida Institute of Government — Understanding & Using Parliamentary Procedure - 2-Hour Online Training

Are your meetings out of control, lengthy, confusing? Parliamentary procedure is a useful tool for conducting meetings, assuring fairness, and completing business in an orderly manner. People who are knowledgeable about Robert's Rules of Order can improve the quality of meetings and frequently affect the outcomes.
What's your "PQ" (Parliamentary Quotient)? Take this 2-hour online course and learn the purpose behind the rules, simplify the motion making process, clarify the rules of debate, and increase your PQ.

This course will encourage participants to learn new skills, including:

- History, Foundation, and Benefits of Parliamentary Procedure
- Motions (Main & Secondary) Steps in Making Motions
- Precedence of Motions
- Debate
- Rules for Small Group
- Guidelines for Minutes

Registration fee: $60/ per person. ***Approximate total for all board members $3,060.00***
Board members can register individually and have 45 days of complete 24/7 access to the course. They do not sell the recording, however each registrant will have access to it for 45 days.

RECOMMENDATION

ATTACHMENTS

1. Jurassic Parliament Fee Schedule 2025
2. FLC Parliamentary Procedure Training

Jurassic Parliament
P.O. Box 77553
Seattle WA 98177
Tel: 206-542-8422
www.jurassicparliament.com

Workshop Fees

Customized live workshop for up to 20 people. Add fee of $59/person for up to 40 total participants	
Online	
Three hours	$2000
Two hours	$1700
With in-person $300 surcharge	
Three hours	$2300
Two hours	$2000
Shorter live online workshops	varies
Recorded workshop—one-time license for entire body to view	$180

Travel is charged at $300 per travel day plus actual costs (economy air travel, baggage fees, ground transfers, mileage, tolls and parking, lodging).

Mastering Council Meetings: A guidebook for elected officials and local governments available from Amazon, $24.95. The book may be purchased in connection with training for $10/copy, plus tax and shipping.

January 1, 2025

FLORIDA INSTITUTE OF GOVERNMENT

Understanding & Using Parliamentary Procedure

Details

Parliamentary Procedure

Length: 2.00 Hour(s)
Registration Fee: $60
Credits Available:

Individual Course Credit:

- A certificate with **2 hours** of credit will be provided upon completion of the course.
- **IIMC:**
  - This course is available for 1.0 CMC education or 1.0 MMC advanced education credit; **completion of required learning assessments** are required to receive IIMC credit.
  - Contact **Amy Brewer (mailto:abrewer@fsu.edu)** for more information

Contact

Name: Amy Brewer
Email: elearning@iog.fsu.edu (mailto:elearning@iog.fsu.edu)

Register by Credit Card ($60) (https://iog.fsu.edu/elearning-registration-instructions)

Register by Check ($60) (https://events.r20.constantcontact.com/register/eventReg?oeidk=a07ej0083ra87bacf6a&oseq=&c=&ch=)

Description

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- Debate
- Rules for Small Groups
- Guidelines for Minutes

Presenter(s)

Marilyn E. Crotty

Marilyn E. Crotty is the Director of the John Scott Dailey Florida Institute of Government at the University of Central Florida in Orlando, Florida. She also serves as the Executive Director of the Tri County League of Cities and is a faculty member for the Florida League of Cities Institute for Elected Officials. Ms. Crotty develops and presents workshops, seminars, and conferences throughout the state of Florida on topics of interest to state and local governments. She has designed courses in organizational development, management and supervision, customer service, leadership, and media relations.

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(mailto:info@iog.fsu.edu?subject=Question%20about%20Florida%20Institute%20of%20Government)

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