

# **TOWN OF LAUDERDALE-BY-THE-SEA**

## **BOARD AND COMMITTEE SEMINAR MINUTES**

Jarvis Hall

**4505 Ocean Drive**

**Wednesday, May 12, 2010**

**7:00 P.M.**

### **1. CALL TO ORDER**

There was no call to order as this meeting was an informal seminar by Town Attorney Susan L. Trevarthen and James W. White with attendance by various Commission members and Board and Committee members.

### **2. PLEDGE OF ALLEGIANCE TO THE FLAG**

There was no Pledge of Allegiance

### **3. ORIENTATION AND TRAINING FOR TOWN COMMISSION, COMMITTEE AND BOARD MEMBERS - TOWN ATTORNEY**

- a.** Sunshine Law - Chapter 286, Fla. Stat.; Article I, Section 24, Florida Constitution

Attorney Trevarthen explained that The Town Commission, Board of Adjustment, Planning and Zoning Board, as well as committees, advisory boards created by the Commission, must comply with the Sunshine Law. She explained further that the Sunshine Law prohibited two or more members of the same Commission, board or body from discussing any time or matter of public business which may come before the body upon which those members both served.

- b.** Public Records Law – Chapter 119, Fla. Stat.; Article I, Section 24, Florida Constitution

Attorney Trevarthen explained that Public Records Law said that documents created by any public official were subject to the public. She added that something received by a public official did not always make it a public record document, such as a joke email, but could be available for public review.

- c.** Code of Ethics for Local Officials - Chapter 112, Part III, Fla. Stat.

- 1.** Disclosure of Financial Interests and Gifts

- 2.** Voting Conflicts of Interest and Section 286.012 Voting Requirement

Attorney Trevarthen explained the gift law applied to reporting individuals, elected officials, appointed officials, and public officials. She added that the gift law said that any gift intended to bribe someone was not acceptable. Attorney Trevarthen explained further that anything under \$100 was not subject to the gift law, but over \$100, and not from a lobbyist or political action committee, quarterly reporting forms needed to be filled out and reported to the State Agency that maintained those files.

Attorney Trevarthen explained that it was prohibited to solicit or accept anything of value; it was prohibited to accept any compensation, payment, or anything of value when it is known that it was given to influence a vote or other official action; it was prohibited to disclose or use information not available to the public. She reviewed restrictions on employment and business relationships as it pertained to doing business with their public agency and / or relatives. Attorney Trevarthen talked about voting conflicts and said that the conflict would need to be declared verbally and on a state approved form in order to abstain from voting. She said a conflict would be something that would affect the individual financially and advised the individual speak with him prior to addressing the item in question.

**d. Quasi-Judicial Decision making - Section 30-13, Town Code**

Attorney James White explained Quasi-Judicial process and public notification procedures.

**4. ADJOURNMENT**