

TOWN OF LAUDERDALE-BY-THE-SEA
BOARD AND COMMITTEE WORKSHOP/SEMINAR MINUTES

Jarvis Hall
4505 Ocean Drive
Tuesday, April 3, 2012
6:00 P.M.

1. CALL TO ORDER, MAYOR ROSEANN MINNET

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

2. ORIENTATION AND TRAINING FOR MEMBERS OF THE TOWN COMMISSION, TOWN COMMITTEES AND TOWN BOARDS - TOWN ATTORNEY

Attorney Trevarthen provided a PowerPoint presentation and addressed the Sunshine Law, Public Records Law, Code of Ethics for Local Officials and Quasi-Judicial Decision Making.

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

All members of Town boards and committees, including Town Commission and members of advisory boards created by the Commission must comply with the Sunshine Law. Two or more members of the same Commission, Town board or body are prohibited by Sunshine Law from discussing any matter of public business which may come before the body upon which those members 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. Something received by a public official did not always make it a public record document, 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

The gift law applied to reporting individuals, elected officials, appointed officials, and public officials. The gift law said that any gift intended to bribe someone was not

acceptable. 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 any compensation, payment, or anything of value when it is known that it was given to influence a vote or other official action. She reviewed restrictions on employment and business relationships as it pertained to doing business with their public agency and / or relatives.

2. Voting Conflicts of Interest and Section 286.012 Voting Requirement

Attorney Trevarthen said that the conflict would need to be declared verbally and on a state approved form in order to abstain from voting. She explained that conflict would be something that would affect the individual financially.

d. Quasi-Judicial Decision Making - Section 30-13, Town Code of Ordinances

Attorney Kathryn Mehaffey explained Quasi-Judicial process and public notification procedures.

3. ADJOURNMENT