



# Florida's Sunshine Law

## Summary for Boards and Staff

The State of Florida has the broadest government transparency laws in the nation and the world. These laws attempt to balance transparency and effectiveness in government and establish the rights of citizens to observe decision making at the state and local government levels.

Generally, Florida's Sunshine Law regulates conversation (across all platforms) between two or more members of the SAME City board or commission. It does NOT regulate:

- Conversations between City employees not serving on the same board
- Conversations between City employees and a single member of a board
- Conversations between individual members of different boards
- One-way communications from a board member to other members of the same board

Staff are typically not subject to the requirements of the Sunshine Law. However, the Sunshine Law can apply when staff are part of decision-making process, including:

- Staff is making decisions or reviews/scores proposals
- Staff is delegated authority to act on behalf of a board
- Staff is making joint decisions with board or committee members

Meetings that fall under the Sunshine must include the following elements:

- Must be OPEN to the Public
- Reasonable NOTICE of meetings must be provided (typically 7 days)
- MINUTES must be prepared and available for public inspection

In addition to the Sunshine Law, the Public Records law also ensures transparency and access to governmental decision by requiring that all records generated or received relating to City business be made available upon request.