

**Series:****Governance COA: GOV 6
CFOP: 15-4****Policy Name:
Policy Number:
Revision #/Date:
Effective Date:
Applicable to:****Sunshine Compliance
GOV BC 1017
n/a (1) 10/5/2016
01/09/2013
Brevard C.A.R.E.S. Board of Directors and
All Brevard C.A.R.E.S. Staff**

SUBJECT: Sunshine Compliance**PURPOSE:** Business According to the Sunshine Law**References:** GOV BC 1002: Governance Model; Chapter 286.011, Florida Statutes**POLICY:**

To ensure that Brevard C.A.R.E.S. follows all laws related to Sunshine Compliance.

Brevard C.A.R.E.S. strives to conduct business in accordance with all state and federal laws as well as city and county ordinances. The Brevard C.A.R.E.S. Board of Directors will conduct all business accordingly. This policy outlines how the Board will conduct business in an open and transparent manner.

OPERATING IN THE SUNSHINE

Florida Sunshine Law requires that state and local boards and their committees hold meetings that are open to the public, reasonable notice must be given and minutes taken. Boards or committees can discuss and transact business only in that forum. Brevard C.A.R.E.S. posts all meetings in accordance with the guidelines of the Sunshine Law. Meetings of the Board or a committee are publicly posted at least seven days prior to the meeting date. Emergency meetings of the Board or any board subcommittees are posted at least seventy two hours prior to the meeting when feasible ensuring provisions are taken to allow the public has access to information regarding the meeting. Emergency meetings will be afforded the most appropriate and effective notice under the circumstances. This includes any and all venues in which two or more Board members are gathered to conduct business on behalf of Brevard C.A.R.E.S. or where discussions are likely to be held. Committees of the Board or subcommittees, who will provide a recommendation to the Board, are also subject to the Sunshine Law. A further requirement of the Sunshine Law (and also that Brevard C.A.R.E.S. is in compliance with) is that minutes of all meetings taken are maintained.

Approved by the Brevard C.A.R.E.S. Board of Directors

AS APPROVED BY THE BOARD OF DIRECTORS:

A handwritten signature in blue ink, reading "Greg Howes", written over a horizontal line.

Dr. Greg Howes, Chair

Signature Date: 7/05/2017

BY DIRECTION OF THE EXECUTIVE
DIRECTOR:

A handwritten signature in blue ink, reading "Phebe Powell", written over a horizontal line.

Phebe Powell, Executive Director

Signature Date: 7/05/2017