



**Series:** Governance COA: GOV 6  
CFOP: 15-4

**Policy Name:** Sunshine Compliance  
**Policy Number:** GOV BC 1017  
**Revision #/Date:** n/a (1) 10/5/2016  
**Reviewed Date:** 08/12/2020  
**Effective Date:** 01/09/2013  
**Applicable to:** Brevard C.A.R.E.S. Board of Directors and  
All Brevard C.A.R.E.S. Staff

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**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 August 12, 2020

AS APPROVED BY THE BOARD OF DIRECTORS:

BY DIRECTION OF THE EXECUTIVE  
DIRECTOR:



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DAN RODGERS, Board Chair



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KATHRYN PARKER, Executive Director

Signature Date: 08/12/2020

Signature Date: 08/12/2020