

A stylized sun graphic with a dark red circular center and light green, pointed rays. The background is a gradient of orange and brown.

# **Chapter 15**

## **Jacksonville Sunshine Law Compliance Act**

## **Section 15.102.**

### **Applicability; Public Meeting defined.**

Applies to:

1. Public meetings of the Council
  - A. Meetings of the:
    - i. Council
    - ii. Council committees
    - iii. Meetings between and amongst Council Members re: public business.
2. These meetings are defined as "Council Public Meetings".

## **Section 15.103.**

### **Notice...; posting and timing.**

(a) notices shall include:

(i) the **date and time of the meeting** noticed,

(ii) the **date and time the notices are to be posted,**

(iii) the **location,**

(iv) the **general subject matter, and**

(v) **Council Member calling the meeting**

(vi) **CMs expected to be in attendance.**

## Section 15.103.

### Notice ... ; posting and timing.

(b) Notices Posted

(i) internet website;

(ii) City Hall where public meetings are noticed, and by such other methods as may be appropriate or required by particular circumstances; and

(iii) Other places based on circumstances

(c) Minimum twenty-four (24) hours prior to the meeting

(d) In the event of an emergency, approved in writing by Council President and the City's Ethics Officer less than 24 hours.

(e) Copy of the notices kept by Legislative services

(f) Director / Council Secretary implement standardized policy and procedures

# Sec. 15.104.

## Public Meetings location.

### (a) Places

- (i) open,
- (ii) reasonable, and
- (iii) convenient access to the public.

### (b) Locations include:

- (i) Council Chambers
- (ii) public conference, meeting, or
- (iii) committee rooms.

Public meetings shall not be held in the individual offices of Council Members, except in the event of exigent circumstances.

### (c) Public locations unless other locations are approved by the City Ethics officer in writing.

## **Sec. 15.105.**

### **Public Meeting; commencement and adjournment.**

The **business and conversations** conducted during a noticed Council Public Meeting **shall commence** upon the chair's or Council Member's **opening of the meeting**, and shall **conclude upon adjournment**. The mere fact that a meeting has been noticed, does not authorize action or discussions prior to the opening of the meeting or following its adjournment.

## **Sec. 15.106.**

### **Public Meetings minutes.**

- (a) Council Member who noticed the meeting is responsible for the minutes of that meeting.
- (c) Minutes shall reflect, at a minimum:
  - (1) The location, date and time the meeting commenced and adjourned;
  - (2) The members of the Council and other public officials and employees in attendance;
  - (3) The substance of the discussions and positions presented by the persons in attendance.
- (d) Minutes shall be kept with notice

## **Sec. 15.107.**

### **Annual review and report on Council.**

(a) Council Auditor shall review regarding:

- (1) The notices of public meetings
- (2) The location of such public meetings
- (3) Written minutes

The Auditor shall file such report.

(b) The report shall include confirmation, through methods and means developed by the Council Auditor



## **Sec. 15.108.**

### **Annual continuing education and training on Sunshine Law.**

- (a) Council Member shall receive annual training on Government in the Sunshine
- (b) Executive Council Assistants – training with Council Member plus additional training.
- (c) All annual training shall take place within 60 days of the Council President taking office.

## **Sec. 15.109.**

### **Recommendations for improved compliance.**

The Council Auditor's Office may solicit suggestions from Council Members, the Council Secretary, the Legislative Services Division, the City Ethics Officers, the office of General Counsel, or others, in support of these recommendations.



# **Government in the Sunshine**