

Town of Ponce Inlet  
Boards & Committees  
Annual Training Packet  
**Index**

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Section	Document Name/title
I	Robert’s Rules of Order & Motions (5 pgs)
II	Formal Quasi-judicial Hearings (3 pgs)
III	FL Sunshine Law – As it pertains to Board & Committee members (1 pg)
IV	FL Sunshine Law – Refresher training as provided by Attorney Cliff Shepard (Jan 2014)
V	FL Sunshine Law in a “Nutshell”
VI	FL Sunshine Law – FS 286 (entire Statute)
VII	FL Sunshine Laws, Public Records, and Code of Ethics
Addendum	FS Chapter 162 – County or Municipal Code Enforcement <i>(Addendum is only contained in CEB &amp; Attorney packets)</i>

**Disclaimer:**

*The information contained herein is provided as a **Guide**; it is not intended to be all-inclusive. Always refer to the appropriate State Statute or contact Town staff if ever a question arises.*

**Approval(s):**

- 12/2014 – Contents reviewed and approved by Attorney Andrew Hand, Town Attorney’s office
- 9/2015 – Contents reviewed and approved by Jeaneen Witt, Town Manager

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