

Sunshine Law

Florida Statute 286.011

May 4, 2023



Sunshine Law

Who is subject to the Sunshine Law?

The Sunshine Law applies to any board or commission of any state agency or any local government within the state. It also applies to all advisory boards whose powers are limited to only making recommendations.

Sunshine Law

There are three basic requirements to the Sunshine Law:

1. all meetings of public boards or committees must be made open to the public;
2. must provide reasonable notice of all meetings;
3. minutes of the meetings must be taken and made available to the public.

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When is the law applicable?

- All meetings are covered by the Sunshine Law including formal meetings with or without a quorum, workshops or subcommittee meetings.
- Informal gatherings where two or more members of the same committee are together to discuss some matter on which action will be taken by the committee are subject to the Sunshine Law.
- Social gatherings if matters that come before the committee are discussed by committee members can be a violation of Sunshine Law.

Sunshine Law

When is the law applicable?

- All communications between committee members are considered “meetings” if the communications involve matters which may come before the committee including:
 1. writing – if comments or responses are given (notes, memos, etc.)
 2. phone conversations
 3. electronic communications (chat rooms, social networking, websites comments, emails, etc.)
 4. verbal messages by liaisons (using staff to communicate to other members)
 5. any other type of communication

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What are the consequences for violating the Sunshine Law?

Any member of a board or committee who knowingly violates the Sunshine Law is guilty of a misdemeanor of the second degree and may be subject to both criminal and civil penalties.