

Florida Statutes and Attorney General Opinions about Public Meeting Minutes
[Sources: **Government in the Sunshine Manual and Online Sunshine**]

- **Section 286.011 – Public meetings and records; public inspection; criminal and civil penalties, Florida Statutes**, states:

(1) *All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings.*

(2) *The minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded, and such records shall be open to public inspection. The circuit courts of this state shall have jurisdiction to issue injunctions to enforce the purposes of this section upon application by any citizen of this state.*

- *Section 286.011 – Public meetings and records; public inspection; criminal and civil penalties, Florida Statutes*, requires that minutes of a meeting of a public board or commission be promptly recorded and open to public inspection. Workshop meetings are not exempted from this requirement. Attorney General Opinions (AGOs) 08-65 and 74-62.
- Because the term “promptly” is not defined in the statute, it “should be construed in its plain and ordinary sense.” *Inf. Op. to Board of Trustees, January 27, 2009.*
- The minutes are public records when the person responsible for preparing the minutes has performed his or her duty even though they have not yet been sent to the board members or officially approved by the board. AGO 91-26.
- *Section 286.011 – Public meetings and records; public inspection; criminal and civil penalties, Florida Statutes*, does not specify who is responsible for taking the minutes of public meetings. This appears to be a procedural matter which the individual boards or commissions must resolve. *Inf. Op. to Baldwin, December 5, 1990.*
- The term “minutes” as used in *Section 286.011 – Public meetings and records; public inspection; criminal and civil penalties, Florida Statutes*, contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting; accordingly, a verbatim transcript is not required. AGO 82-47.

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- **Section 447.605 – Public meetings and records law; exemptions and compliance, Florida Statutes**, states:

(1) *All discussions between the chief executive officer of the public employer, or his or her representative, and the legislative body or the public employer relative to collective bargaining shall be closed and exempt from the provisions of s. 286.011.*

(2) *The collective bargaining negotiations between a chief executive officer, or his or her representative, and a bargaining agent shall be in compliance with the provisions of s. 286.011.*

(3) *All work products developed by the public employer in preparation for negotiations, and during negotiations, shall be confidential and exempt from the provisions of s. 119.07(1).*