



**TOWN OF HIGHLAND BEACH
RESOLUTION NO. 2024-023**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF
HIGHLAND BEACH, FLORIDA, PROVIDING FOR ANNUAL TRAINING
FOR MEMBERS OF TOWN BOARDS; AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, the Town Commission appoints residents to serve on various Town Boards to provide advice and recommendations to the Town Commission on government operations and to perform certain quasi-judicial roles in Town government; and

WHEREAS, the Town Commission values the role of these Boards and wishes to ensure that each person appointed to a Town Board has the resources and knowledge to perform the functions of the Board and fully understands the laws and procedures governing their operation; and

WHEREAS, the Town Commission wishes to formalize annual training procedures for each Board and determines that the adoption of this Resolution is in the best interests of the Town and its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE
TOWN OF HIGHLAND BEACH, FLORIDA, AS FOLLOWS:**

Section 1. The foregoing recitals are ratified and incorporated herein.

Section 2. The Town Commission hereby directs the Town Attorney's Office to provide training, on at least an annual basis, to the members of the following Town Boards: Natural Resources Preservation Advisory Board, Financial Advisory Board, the Planning Board, the Board of Adjustment and Appeals, and the Code Enforcement Board.

Section 3. The training provided for the members of each Board shall, at a minimum, consist of an overview of the following:

- A. The Government in the Sunshine Law, including legal requirements, practical applications, and penalties for violations;
- B. Florida Public Records Law;
- C. Basic principles of the State of Florida and Palm Beach County Code of Ethics;
- C. The Board's purpose, powers, and duties; and

D. Basic parliamentary procedure.

Section 4. In addition to the training set forth in Section 3 above, the training for members of Boards with quasi-judicial powers, namely, the Planning Board, the Board of Adjustment and Appeals, and the Code Enforcement Board, shall also include a discussion of the applicable legal principles and standards to quasi-judicial proceedings, including but not limited to:

- A. The burden of proof and the rules governing the conduct of quasi-judicial hearings, including evidentiary rules;
- B. Each Board member's role as an impartial decision-maker; and
- C. The required disclosure of ex parte communications.

Section 5. This Resolution shall be effective immediately upon adoption.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida, this ____ day of _____, 2024.

ATTEST:

Natasha Moore, Mayor

**REVIEWED FOR LEGAL
SUFFICIENCY:**

Lanelda Gaskins, MMC
Town Clerk

Leonard G. Rubin, Town Attorney

VOTES:

Mayor Natasha Moore
Vice Mayor David Stern
Commissioner Evalyn David
Commissioner Donald Peters
Commissioner Judith Goldberg

YES NO