

RESOLUTION NO. 2024-52

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ADOPTING AN ELECTRONIC SIGNATURE POLICY; PROVIDING FOR SEVERABILITY, CONFLICT, AND AN EFFECTIVE DATE.

WHEREAS, the Town of Loxahatchee Groves recognizes the need to modernize and streamline its document execution process to increase efficiency and productivity; and

WHEREAS, electronic signatures provide a secure, efficient, and legally recognized method of signing documents, thus reducing the reliance on paper documents and minimizing the risk of inaccurate record keeping; and

WHEREAS, Chapter 668, Florida Statutes, and applicable legal standards permit the use of electronic signatures for various types of documents and transactions; and

WHEREAS, the Town of Loxahatchee Groves is committed to ensuring that electronic signatures are used appropriately, securely, and in compliance with relevant legal standards.

NOW, THEREFORE, be it resolved by the Town Council of the Town of Loxahatchee Groves, Florida, as follows:

Section 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

Section 2. The Town Council hereby adopts the Electronic Signature Policy, attached hereto.

Section 3. The Town Clerk, in collaboration with the IT Department/Consultant and Town Attorney, is directed to implement the Electronic Signature Policy. This includes establishing procedures and providing necessary training to all authorized signatories, ensuring the use of secure e-signature technology, and maintaining compliance with applicable legal and organizational standards.

Section 4. The Electronic Signature Policy applies to all elected and appointed officials, employees, contractors, vendors, and agents of the Town of Loxahatchee Groves who are authorized to use electronic signatures in the course of their duties.

Section 5. Electronic signatures used in accordance with this policy shall have the same legal effect as traditional handwritten signatures, provided they meet the criteria of intent, association with the document, and identification and authentication of the signatory.

Section 6. This Resolution shall become effective immediately upon its passage and adoption. Councilmember _____ offered the foregoing resolution. Councilmember _____ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ANITA KANE, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGARET HERZOG, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAURA DANOWSKI, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHILLIS MANIGLIA, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT SHORR, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS ____ DAY OF _____ 2024.

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Town Clerk

APPROVED AS TO LEGAL FORM:

Office of the Town Attorney

Mayor Anita Kane

Vice Mayor Margaret Herzog

Councilmember Laura Danowski

Councilmember Phillis Maniglia

Councilmember Robert Shorr