



City of Atlantic Beach  
**Agenda**  
**Board and Committee Training**  
Wednesday, February 27, 2019 - 12:00  
Commission Chamber  
City Hall, 800 Seminole Road

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**CALL TO ORDER**

**1 WELCOME**

**2 PRESENTATIONS**

- |    |  |         |
|----|--|---------|
| A. | Sunshine Law<br><a href="#">Sunshine Law Basics</a>  | 3 - 4   |
| B. | Public Records<br><a href="#">Public Records Law</a>   | 5 - 7   |
| C. | Ethics<br><a href="#">Ethics</a><br><a href="#">Form 1 2018</a><br><a href="#">Form 1F 2019</a><br><a href="#">Form 8B</a><br><a href="#">Form 9</a> | 9 - 26  |
| D. | Overview of Duties and Obligations of Atlantic Beach Boards and Committees<br><a href="#">Board/Committee Member Professional Development</a>        | 27 - 38 |
| E. | Robert's Rules of Order<br><a href="#">Robert's Rules</a>  | 39 - 50 |

**3 QUESTIONS AND ANSWERS**

**ADJOURNMENT**

Please note: This meeting will be live-streamed, videotaped and closed-captioned. The video recording will be posted within four business days on the City's website at [www.coab.us](http://www.coab.us). To access it, click on the Meeting Videos tab on the home page or contact the City Clerk at 247-5809 or [dbartle@coab.us](mailto:dbartle@coab.us).

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office by 5:00 PM, the Friday prior to the meeting.