

FLORIDA SCENIC HIGHWAYS PROGRAM

MEETING NOTICES & MINUTES

QUICK GUIDE



Sunshine Law Requirements

The Florida Scenic Highways Program (FSHP) follows Florida's Sunshine Law for Byway Board and advisory meetings.

To make compliance **easy** and **at no cost to byways**, meeting notices can be sent to the District Scenic Highway Coordinator (DSHC) for posting on the FSHP website. Meeting minutes may also be posted. This process helps keep the public informed about upcoming meetings and provides a convenient record of meeting materials.

Before the Meeting: Submit a Notice AT LEAST Two Weeks in Advance

- Confirm the meeting date, time, and location
- Prepare a meeting agenda
- Submit the meeting notice via email to your DSHC
 - Find your DSHC [here](#)
- The DSHC will submit the meeting notice to Dean Stoddart (Dean.Stoddart@dot.state.fl.us) to be posted on the [Sunshine Notices & Minutes](#) page on the FSHP website

Note: Meeting notices are posted on Fridays.

What to include in your notice:

- Date and time
- Location or meeting link
- Agenda or meeting details

After the Meeting: Submit Minutes

- Finalize the meeting minutes
- Submit the minutes via email to your DSHC
- The DSHC will submit the minutes to Dean Stoddart to be posted

Note: While byways are not required to maintain meeting minutes, many do. If meeting notes are maintained, Florida's Sunshine Law requires they be made available to the public.