

## EXHIBIT "A"

### QUASI-JUDICIAL HEARING PROCEDURE (EX PARTE COMMUNICATIONS)

#### I. NOTICE OF *EX PARTE* COMMUNICATIONS.

The BCC Land Use Agenda shall contain the following notice:

"Pursuant to Florida law, *ex parte* communications received or generated by a board member shall be entered into the agenda item's hearing record by memorandum prior to the hearing or shall be reported and entered into the hearing record pursuant to BCC Resolution No. 2020-\_\_\_\_."

#### II. CONSENT AGENDA.

Each board member shall enter into the public record for each item a memorandum describing any *ex parte* communications.

#### III. REGULAR LAND USE AGENDA.

(a) The Chair announces the public hearing and requests that the representatives of the parties enter their appearances for the record.

(b) All witnesses are sworn.

(c) The Chair requests all board members to disclose any communications, investigations and site visits related to the subject matter of the hearing.

(d) Each board member shall announce receipt or generation of *ex parte* communications and shall enter into the record the following:

(1) In writing or verbally, the identity or identities of any person or persons making one or more *ex parte* communications directly to the board member;

(2) In writing or verbally, state the substance of the communication or submit a copy of the communication;

(3) In writing or verbally, describe any investigations or site visits made by the board member, including the date, time and the substance of any findings; or, the board member shall provide a memorandum directed to board clerk describing the date, time and substance of the investigations or visits;

(4) Cause the memorandum or notes made by the board member pursuant to (1) through (3) above, to be presented to the board clerk for inclusion in the public records of the proceeding;

(5) Cause any written communication directed to the board member by any person regarding the subject matter of the proceeding to be entered into the record and presented to the board clerk for inclusion in the public records of the proceeding.