This checklist is a guide to help VAB clerks make sure that the VAB performs all the required actions and responsibilities specified in the Florida Department of Revenue’s Rule 12D-9.013, Florida Administrative Code.

The VAB:

☐ Held at least one organizational meeting before VAB hearings started.

☐ Gave reasonable notice of every organizational meeting as s. 286.011, F.S., and other provisions of law require, including the:
  ☐ Date, time, and location of the meeting.
  ☐ Purpose of the meeting.
  ☐ Advice that any person who anticipates that he or she will appeal a decision of the VAB should make sure a verbatim record of the proceeding is made (see s. 286.0105, F.S.).

At this organizational meeting, the VAB:

☐ Regarding private board legal counsel:
  ☐ Appointed or ratified legal counsel as the first action at the meeting (see s. 194.015, F.S.).

☐ Introduced every VAB member and VAB clerk staff and provided their contact information.

☐ Appointed or ratified special magistrates (if the VAB is using them for this year).

☐ Made available to everyone (VAB-related persons and the public):
  ☐ Rule Chapter 12D-10, F.A.C. (Value Adjustment Board).
  ☐ Requirements of Florida’s Government in the Sunshine and open government laws and where to find the manual on Government in the Sunshine.
  ☐ Chapters 192, 193, 194, and 195 of the Florida Statutes (see s. 194.011, F.S.).

☐ Decided to impose a petition filing fee (of no more than $15) for the current year by adopting or ratifying a resolution to impose it (see s. 194.013, F.S.).

☐ Discussed general information on:
  ☐ Florida’s property tax system.
  ☐ Roles of participants in this system.
  ☐ How taxpayers can participate in this system.
  ☐ Property taxpayer rights.

☐ If it has local administrative procedures and forms:
  ☐ Discussed the new or revised procedures and forms.
  ☐ Took testimony on these procedures and forms.
  ☐ Adopted or ratified the procedures and forms.
  ☐ Made these local procedures and forms available to the public, including on the VAB clerk’s website.

☐ Announced a tentative schedule for its required activities based on these considerations:
  ☐ The number of petitions filed.
  ☐ The possibility that activities might have to be rescheduled.
  ☐ The requirement that the VAB continue in session until it has heard all petitions (see s. 194.032, F.S.).