

RESOLUTION NO. 2025-__02

A RESOLUTION OF THE BREVARD COUNTY VALUE ADJUSTMENT BOARD, FLORIDA, ESTABLISHING LOCAL GUIDELINES FOR ELECTRONIC APPEARANCES AT HEARINGS CONSISTENT WITH SECTION 194.032(2)(b), FLORIDA STATUTES, AS AMENDED, PROVIDING FOR REMOTE PARTICIPATION BY PETITIONERS UNDER CERTAIN CONDITIONS.

WHEREAS, Section 194.032(2)(b), Florida Statutes, as amended, requires value adjustment boards to allow petitioners to appear at hearings using MS Teams, Zoom, telephonic appearance, or other electronic means; and

WHEREAS, the Brevard County Value Adjustment Board (VAB”) desires to comply with the statutory requirement while ensuring due process, transparency, and accessibility in its proceedings;

NOW, THEREFORE, BE IT RESOLVED BY THE VALUE ADJUSTMENT BOARD OF BREVARD COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The VAB shall allow petitioners to appear at hearings by electronic means, subject to the conditions set forth in this resolution and Section 194.032(2)(b), Florida Statutes. The VAB shall allow petitioners to appear at hearings telephonically (audio only).

Section 2. Upon receipt of such request, the VAB clerk shall notify the Brevard County Property Appraiser’s Office (“PAO”) of a petitioner’s intent to appear electronically.

Section 3. The VAB shall ensure that all equipment and platforms used for electronic hearings are adequate and functional so as to preserve the integrity and fairness of the hearing process.

Section 4. All hearings conducted electronically must remain open to the public. Public access shall be provided either by offering a call-in number or by maintaining an in-person monitoring location at a designated site.

Section 5. Attached as **Exhibit “1”**, the VAB has established a uniform method for the submission of evidence electronically. This method shall include procedures for verifying receipt and timely submission of evidence by all parties.

Section 6. The VAB Clerk and VAB counsel are authorized and directed to prepare such forms as are consistent with administration of the instant resolution and applicable law.

PASSED AND ADOPTED by the Brevard County Value Adjustment Board this 15 day
of August, 2025.

BREVARD COUNTY VALUE ADJUSTMENT BOARD

By: 
Chair, Value Adjustment Board

ATTEST: Clerk of Brevard County Value Adjustment Board

By: _____
Deputy Clerk

Exhibit “1”

Local Procedure 1.0

UNIFORM PROCEDURE FOR SWEARING WITNESSES, RECEIVING AND PRESENTING EVIDENCE SUBMITTED BY A PETITIONER, AND PLACING TESTIMONY ON THE RECORD IN ELECTRONIC OR REMOTE APPEARANCES

Pursuant to Section 194.032(2)(b), Florida Statutes, and corresponding amendments, the Brevard County Value Adjustment Board (“VAB”) hereby establishes the following uniform procedure for submitting evidence in connection with electronic or remote appearances.

1. **Method of Submission.** Evidence to be offered in remote or electronic hearings must be submitted in PDF format.
2. **Submission Deadline.** All evidence must be submitted at least fifteen (15) calendar days before the scheduled hearing date, unless otherwise authorized by the special magistrate in accordance with Rule 12D-9.025(4), F.A.C.
3. **Submission Portal and Address.** Evidence must be submitted through the designated VAB evidence submission portal or via email to the VAB clerk’s email address: VAB@brevardclerk.us.
4. **Required Information.** All submissions must clearly indicate: (a) the petition number; (b) the petitioner’s name; and (c) whether the evidence is being submitted on behalf of the petitioner or the Property Appraiser.
5. **Access to Submitted Evidence.** The VAB and all parties shall be granted timely access to all submitted evidence in accordance with due process requirements. No party shall be denied access to materials timely submitted by the other party.
6. **Failure to Comply.** Failure to comply with these procedures may result in the exclusion of evidence or a continuance at the discretion of the special magistrate and in compliance with applicable law.
7. **Swearing Witnesses.** All witnesses, including parties’ representatives, participating in remote hearings shall be sworn in by the special magistrate via audio (telephonic) communication. The oath or affirmation shall be administered in accordance with Florida law and Rule 12D-9.024(1), F.A.C., and the witness shall affirm their identity on the record.
8. **Receipt of Petitioner Evidence.** Evidence submitted in advance by a petitioner shall be reviewed by the VAB clerk for completeness and adherence to the required format. Evidence presented during the hearing may be admitted at the discretion of the special magistrate and only if due process is preserved and consistent with applicable law.
9. **Presentation of Evidence by Parties.** Parties may present evidence verbally or by reference to timely and properly submitted documents. All parties must have equal opportunity to view, question, and respond to such evidence during the proceeding.

10. Testimony on the Record. All testimony provided during a remote hearing shall be recorded in the official hearing record. The VAB shall ensure that audio capture methods used by the VAB are functional and retain a full and accurate record of proceedings. Any witness providing testimony must state their full name for the record before offering statements.

This procedure shall be effective as of _____, 2025 and shall remain in force unless amended or repealed by the Brevard County Value Adjustment Board.