



## **Communications Media Technology (CMT) RULES**

The City of Sunrise Education Advisory Board desires to adopt rules for the use of communications media technology to conduct its scholarship selection meeting during the declared state of emergency in order to protect the health, safety and welfare of the City of Sunrise ("City") residents, employees, businesses and visitors.

These rules are authorized under Sections 120.54 and 252.46, Florida Statutes, Rule 28-109 of the Florida Administrative Code, and the City's emergency declaration and do not conflict with any emergency ordinance or regulation; and do not interfere with the public's right to participate in public meetings more than necessary.

### **RULES FOR COMMUNICATIONS MEDIA TECHNOLOGY MEETINGS**

1. Pursuant to the Governor's Executive Order 20-69, Florida Statutes §120.54, and Rule 28-109.003 of the Florida Administrative Code a local government body may conduct a meeting by using communications media technology ("CMT") and may provide CMT access for the purposes of taking evidence, testimony or argument. CMT access may include email, telephonic conferencing, or video conferencing and the City may use computer applications such as "GoToMeeting" or such other applications as the City Manager or his designee deems appropriate.
2. No meeting subject to Section 286.011, Florida Statutes, shall be conducted exclusively by means of CMT if the available technology is insufficient to permit all persons to attend. If during the course of a meeting conducted via CMT technical issues arise that prevent persons from attending, the City of Sunrise Education Advisory Board shall terminate or recess the meeting until the issues have been corrected.
3. The City shall provide notice of a meeting conducted via CMT in the same manner as non-CMT meetings and the notice shall plainly state that the meeting is to be conducted utilizing CMT and identify the type of CMT to be used. The notice shall describe how interested persons may attend and shall include:
  - a. The address or addresses of all access points, if any, specifically designating those which are in locations normally open to the public;
  - b. The address of each access point, if any, where an interested person may go for the purpose of attending the meeting;
  - c. An address, email address, and telephone number where an interested person may write or call for additional information; and
  - d. An address, email address, and designated person to whom a person may submit written or other physical evidence which he or she intends to offer into evidence during a CMT meeting.

4. The City of Sunrise's Education Advisory Board posted Agenda for the meeting shall contain the information in Section 3.a. and b. above.
5. For all meetings conducted via CMT, unless otherwise provided and noticed by the City, all attendees shall be encouraged to join the meeting 15 minutes prior to the start time of the meeting.
6. At the beginning of the meeting, the City Staff will perform the roll call. All attendees should wait for the City Staff to call their name before announcing his/her presence.
7. All attendees wishing to provide input should wait for the Chair to acknowledge them before speaking and should mute their microphone and/or telephone unless speaking.
8. The Chair will call each Board member individually for input, beginning with the Vice-Chair, and alphabetically thereafter.
10. Public Participation and Open Discussion:
  - a. All members of the public will be provided sufficient opportunity to provide input, make comments, and otherwise be heard during the meeting.
  - b. At the appropriate time(s) during the meeting, the Chair will ask if any member of the public would like to be heard.
  - c. Members of the public will be asked to speak one at a time.
11. The entire meeting will be recorded.