



**RULES FOR CITY ADVISORY BOARDS AND SUNSHINE
COMMITTEES TO CONDUCT MEETINGS AND PROVIDE FOR PUBLIC
PARTICIPATION VIA COMMUNICATIONS MEDIA TECHNOLOGY**

1. Rules providing for virtual meetings of the City's advisory boards and Sunshine committees conducted by communications media technology ("CMT") are necessary to protect the public health, safety and welfare during the declared public health emergency.
2. It is in the best interests of the City, its residents, businesses and the public to make provisions for advisory board members, Sunshine committee members, and the public to attend and participate in meetings by use of CMT pursuant to Sections 120.54, 252.38, 252.46 and 286.0114, Florida Statutes, and Rule 28-109 of the Florida Administrative Code.
3. These rules are promulgated in accordance with the authority set forth in the Declaration of Emergency Regulations 20-11 and Resolution No. 20-128-21-A.
4. Meetings of the City's advisory boards and Sunshine committees may be conducted exclusively by CMT, with a quorum established by members attending by CMT, only if the board or committee adopts these rules as its first order of business at the first CMT meeting and prior to conducting any official business or taking any official action. As its first order of business, the board or committee shall adopt the following CMT rules:

Conducting Public Meetings by CMT

- A. A meeting may not be held if the available technology is insufficient to permit interested persons to attend. The City's GoTo Meeting video conferencing software allows for up to 250 participants per meeting. Meetings with anticipated participation of greater than 250 participants should be considered for an in-person meeting.
- B. All CMT Meetings shall be advertised using a toll-free call in phone number for all participants.

- C. If during the course of a meeting providing for public access via CMT technical issues arise that prevent interested persons from attending, the City staff member running the meeting shall terminate or recess the meeting until the issues have been corrected. However, termination of the meeting shall not be required if at least one means of audio or video communication remains available for all attendees.
- D. The City shall provide notice of a meeting providing for public access via CMT in the same manner as non-CMT meetings and the notice shall plainly state that the meeting is to provide for public access utilizing CMT and identify the type of CMT to be used. The notice shall describe how interested persons may attend and shall include:
- i. The address or addresses of each physical public access point(s), where an interested person may go for the purpose of attending the meeting, specifically designating whether it is normally open to the public. The public access point shall be held at a public building within the City. City staff must be present for the duration of the meeting and ensure that both video conferencing and telephone access are available at the public access point(s);
 - ii. An address, email address, telephone number, and designated person to whom an interested person may write or call for additional information; and
 - iii. 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 the meeting being held via CMT.
- E. The City's posted Agenda for the meeting shall contain the information in Section D. i. through iii. above.
- F. In any meeting where evidence, testimony, or argument is offered utilizing CMT, said evidence, testimony, and argument shall be afforded equal consideration as if it were offered in person, and shall be subject to the same objections. If sworn testimony is required by the City, persons offering such testimony shall be responsible for making arrangements for offering sworn testimony, including but not limited to providing for a notary or other official authorized by law to administer oaths.

- G. Attendees participating in the meeting via CMT will be able to make public comments and participate in the meeting.
- H. The entire meeting will be recorded and transcribed. City staff running the meeting shall record the meeting by pressing the “● REC” button located at the top left corner of the GoTo meeting screen. The recording must begin prior to the meeting being called to order. City staff running the meeting shall stop the recording of the meeting by pressing the same “● REC” button at the top left corner of the GoTo meeting screen after the meeting is adjourned.
- I. Newly appointed Board Members must ensure that they are sworn in with the City’s Clerk’s Office prior to attending their first Board meeting, whether it is in-person or via CMT.