

**CITY OF BOCA RATON
AND
BOCA RATON COMMUNITY DEVELOPMENT AGENCY
VIRTUAL PUBLIC MEETING PROCEDURES
FOR NON-QUASI-JUDICIAL MATTERS
UTILIZING COMMUNICATIONS MEDIA TECHNOLOGY (CMT)
DURING DECLARED EMERGENCIES**

1. Intent.

The intent of these emergency public meeting procedures is to ensure that, during a declared Federal, State, County, or Municipal emergency (“Declared Emergencies”) the City Council, the Community Redevelopment Agency (“CRA”), and the various Boards and Committees appointed by the City Council (“Board” or “Boards”) may still meet, when necessary, to conduct official business and to consider and hear various matters that are not required to be considered pursuant to quasi-judicial procedures. The City has established separate procedures for quasi-judicial matters. These procedures are intended to maintain citizen access to the local government decision-making process and to provide an equitable and efficient method for the City Council, the CRA, and the City’s Boards to conduct public meetings and hearings and to receive public input.

2. Applicability.

These procedures shall be utilized only during Declared Emergencies where the City Council, the CRA, or a Board is unable to have a physical quorum present at a specific public place for a public meeting (or determines it is in the best interest of the City and its residents to conduct the public meeting without a physical quorum). These procedures shall apply to all business before the City Council, the CRA, or a Board that is not determined by the City or Agency Attorney to be quasi-judicial in nature.

3. Definitions.

The following words, terms and phrases, when used in these emergency procedures, and notwithstanding any other definitions in the City Code, shall have the meanings ascribed to them in this section.

Attendees shall mean members of the general public who offer comment via Communications Media Technology during the Virtual Public Meeting for the purpose of being heard on an Item of Consideration.

Board shall mean any one of the Boards or Committees appointed by the City Council whose meetings are subject to the Government in the Sunshine Law.

Items of Consideration shall mean any of the following matters that may come before the City Council, the CRA, or a Board for consideration on an agenda:

- (1) Amendments to the published agenda.
- (2) Approval of minutes.
- (3) Consent agenda items, including, but not limited to, purchasing authorizations, resolutions approving contracts, other actions approved by resolution, and receipt and filing of minutes of City Boards and Committees.
- (4) Appointments to City Boards and Committees, including interviews of applicants.
- (5) Legislative actions of the City Council, including, but not limited to, the consideration of ordinances.
- (6) Legislative actions of the CRA.
- (7) Recommendations to the City Council or the CRA on legislative actions or other matters not requiring quasi-judicial review.

- (8) Reports from Staff.
- (9) Adoption of Board rules of procedure and election of officers.
- (10) Comments and requests from members of the public.
- (11) Resolutions considering settlements and other resolutions not considered on the Consent Agenda.
- (12) Discussion of future agenda matters and items of public concern.
- (13) Other Board actions as required by the City Code of Ordinances.
- (14) Recommendations by the City Manager and City Attorney, the CRA Executive Director and Agency Attorney, or the Staff.
- (15) Comments and reports from individual City Council Members, CRA Commissioners, or Board Members.
- (16) Adjournment.

Chair shall mean the mayor or, in his/her absence, the deputy mayor of the City presiding over the proceedings; the CRA Chair, or, in his/her absence, the Vice-Chair of the CRA presiding over the proceedings; or the Chair or, in his/her absence, the Vice-Chair, of any other Board.

Communications Media Technology ("Technology or CMT") shall mean the electronic transmission of printed material, audio, full-motion video, freeze-frame video, compressed video, and digital video by any method available, as provided in Section 120.54(5)(b)(2), Florida Statutes.

Virtual Public Meeting shall mean a meeting held by the City Council, CRA or any Board to consider an Item of Consideration, to receive public input on any Item of Consideration where public comment is permitted or other matter concerning the City, or to discuss matters of City business by means of a hearing or discussion which is conducted utilizing CMT and comports with these emergency procedures and applicable due process requirements.

Staff shall mean members of the CRA and City of Boca Raton staff.

4. General procedures.

- (a) *Virtual Public Meeting (or Meeting)*. The Virtual Public Meeting shall be held through the use of CMT accessible to all Attendees to the extent technologically practicable.
- (b) *Official file*. All written communication received by Staff (from any source) concerning any matter on a Virtual Public Meeting Agenda shall be filed in the record of the Meeting, which shall be maintained by Staff.
- (c) *Meeting agenda*. The printed agenda for the Virtual Public Meeting shall explain the procedures for accessing the Virtual Public Meeting and the matters to be considered at the Virtual Public Meeting. A copy of the Meeting agenda, along with instructions for accessing the agenda materials shall be posted on the City's website.
- (d) *Attendee Materials*. Attendees desiring to make presentations or provide materials to be considered by the City Council, the CRA, or the Board at the Virtual Public Meeting shall submit all materials, presentations, and statements to the City, preferably in electronic format, no later than twelve (12) hours prior to the beginning of the Virtual Public Meeting, as provided in the Technical Information for CMT Meetings.
- (e) *Public comment*.
 - (i) Members of the public that desire to submit comments in advance to be considered at the Virtual Public Meeting may submit their comments, via any of the CMT utilized by the City, which may include, but not be limited to e-mail and voice mail, as provided in the Technical Information for CMT Meetings section of these procedures, as well as written correspondence.

(ii) Pursuant to the Technical Information for CMT Meetings section of these procedures, comments by members of the public previously submitted by voicemail or email will be viewable by the members of City Council, the CRA, or the Board and will be included as part of the record of the Virtual Public Meeting.

(iii) Members of the public will, to the extent technologically practicable, be provided an opportunity, pursuant to the Technical Information for CMT Meetings section of these procedures, **to provide comments during the Virtual Public Meeting**. During the Meeting, individuals will be provided: (i) only one opportunity to provide comment upon each specific agenda item (where public comment is permitted), either by spoken comment limited to five (5) minutes or by having their question or comment, submitted electronically via the GoToWebinar software during the meeting, read, up to five hundred (500) words, into the record by Staff; and (ii) only one opportunity to provide general comment during public requests, either by spoken comment limited to five (5) minutes or by having their question or comment, submitted electronically via the GoToWebinar software during the meeting, read, up to five hundred (500) words, into the record by Staff.

- (f) *Virtual Public Meeting Procedures and Technical Information for CMT Meetings*. The technical information for CMT Meetings is detailed below, and a copy of these Virtual Public Meeting Procedures shall be posted on the City website.
- (g) *Notice*. Notice requirements as contained in Florida Statutes and the City Code of ordinances shall apply to the Virtual Public Meeting. Any notice of a meeting, and any agenda for such meeting, to be conducted as a Virtual Public Meeting shall include a reference to the Virtual Public Meeting Procedures for information on the method and access to view and provide comment before and during the Virtual Public Meeting.
- (h) In the event the City's CMT malfunctions during the Virtual Public Meeting, the City shall use its best efforts to address the malfunction and, if the meeting is continued to a specific date and time, or rescheduled, to provide notice as to the date and time of the continuation of the Virtual Public Meeting. Malfunction of an individual's CMT equipment, including, but not limited to, computers and/or telephones, shall not require continuation of the Virtual Public Meeting, provided the City's CMT continues to function.

5. Technical Information for CMT Meetings.

The notice of virtual public meeting will provide that instructions, as detailed below, for accessing the meeting using communications media technology will be available on the City's website.

(a) Participating in the Virtual Public Meeting:

To participate as a Attendee in the Virtual Meeting using computer access or your smartphone, register via your internet browser through the link **CRA and City Council Meeting** provided on the City's webpage www.myboca.us/webinar. Virtual meeting attendees to City Council and CRA Meetings will be able to see the City Council Members or the CRA Commissioners and Staff's meeting presentation materials and to hear other parties when speaking. Virtual meeting attendees to all other meetings will be able to see Staff's presentation materials and hear the Board Members and other parties when speaking.

To provide real-time comment using GoToWebinar on an agenda item where public comment is permitted or to provide general comments during public requests, you may use the **ask a question function** (as described below) to provide your name and the address where you reside and your written comment, or you may electronically **raise your hand** (as described below) to provide your name and address where you reside and be provided an opportunity to give spoken comment or ask a question. Comments or questions submitted via the *ask a question* function will be read into the record (limited to the portion, starting from the beginning, that is 500 words or less, with the full written comment made a part of the record) along with your name and the address where you reside. Spoken comments will be limited to five (5) minutes.

During the meeting, individuals will be provided: (i) only one opportunity by speech or the *ask a question* function to provide comment upon each specific agenda item (where public comment is permitted);, and (ii) only one opportunity by speech or the *ask a question* function to provide general comment during public requests.

If you wish to provide PowerPoint or similar presentations or any materials to the City Council, please provide copies via email to BRCityClerk@myboca.us no later than 12 hours prior to the start of the meeting. Materials must be scanned for security purposes, so we will not be able to accept PowerPoint presentations and similar computer-based materials later than 12 hours prior to the start of the meeting.

(b) Listening to the Virtual Public Meeting:

To listen to the meeting on any phone, dial the conference number given in the agenda and in the meeting notice online at www.myboca.us/1837/City-Public-Meetings and enter the conference code when prompted. You will be able to listen to the meeting, but no comments can be made.

(c) Submitting Public Comments via Email or Voicemail:

EMAIL: If you wish to comment via email on any item on the agenda where public comment is permitted, or to provide general comments as public requests, you may do so by emailing your name and the address where you reside and agenda item number or description, as applicable, and your comment no later than two (2) hours prior to the scheduled starting time for commencement of the meeting. Email your comments to the following email address: meetingcomments@myboca.us. Email comments will be reviewable by the City Council, CRA, or Board as part of the meeting record.

VOICEMAIL: If you wish to comment via voicemail on any item on the agenda where public comment is permitted, or to provide general comments as public requests, you may do so by calling (561) 393-7721 and leaving a message no later than two (2) hours prior to the commencement of the meeting. The greeting will provide instructions for leaving your name, address where you reside, and comments. Voicemail messages will be transcribed and reviewable by the City Council, CRA, or Board as part of the meeting record. Voicemail message recording time will be limited to five (5) minutes.

(d) GoToWebinar Instructions for Virtual City of Boca Raton and CRA Meetings

1. Visit webpage: www.myboca.us/webinar to register to be an Attendee for the meeting OR download the GoToWebinar app using a smartphone.
 - a. **Mute:** Attendees will be automatically placed in **Listen Only** (mute) mode during the meeting. The meeting organizer (Staff) will control mute/unmute.
 - b. **Ask a Question:** Attendees will be able to use the Ask a Question/Question function to enter their name and the address where they reside to make a comment that will be read into the record by Staff, as described above.
 - c. **Raise Hand:** Attendees will be able to raise their hand, which the meeting organizer can use to allow attendees to speak at the appropriate time during the meeting, as described above.
 - d. **Mute/Unmute:** When the meeting organizer recognizes you to speak during the meeting, select the UNMUTE button on your computer, give your name and address, and offer your comments, which will be limited to five (5) minutes.

2. System Requirements

The latest versions of an internet browser should be used, whether it is Google Chrome, Firefox, or Safari. If Internet Explorer is used, version 9 or 10 is recommended as the earlier versions are only partially supported, which may cause some issues when logging into a meeting.

(6) The Virtual Public Meeting shall, to the extent possible, be conducted as follows:

- (a) The Chair (or City, CRA, or Board Attorney) shall read a statement at the beginning of the Virtual Public Meeting that outlines the procedure to be followed.
- (b) If a public hearing is required on any Item of Consideration at the Virtual Public Meeting, the order of the consideration will generally be as follows, unless the City Council, CRA, or Board agrees to a different order, or as the Chair directs, taking proper consideration of fairness and due process:
 - 1. Staff shall present a brief synopsis of the matter and provide any appropriate additional information or exhibits that have not already been transmitted to the City Council, CRA, or Board along with the agenda materials; summarize issues; and may provide a recommendation. Staff will respond to any questions from the City Council, CRA, or Board.
 - 2. Any other persons attending via GoToWebinar may be recognized and may submit public comment/questions by spoken comment or the *ask a question* function pursuant to the Technical Information for CMT Meetings.
 - 3. Members of the City Council, the CRA, or the Board, through the Chair, may ask any questions of the Staff and Attendees.
- (c) After the presentations, and at the conclusion of the public hearing or discussion on the Item of Consideration, the City Council, the CRA, or the Board may consider the Item and take appropriate action on the Item.