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USE OF COMMUNICATIONS MEDIA TECHNOLOGY FOR ALL PUBLIC MEETINGS

Communications media technology has become a valuable and prevalent asset for the Broward Metropolitan Planning Organization ("BMPO") business meetings. For purposes of this document, communications media technology shall, at a minimum, provide the capability of two (2) way voice and video communication audible and visible to both those not physically present and to persons present at a BMPO meeting. All virtual and partially virtual ("hybrid") BMPO meetings are recorded, streamed for live viewing on the BMPO website, and are closed-captioned.

Board Member Participation

BMPO Board members may attend, participate, and vote at meetings through the use of communications media technology, as long as a quorum of Board members are physically present at the meeting (unless quorum requirements are waived by state or local officials), under the following circumstances:

1) When the Board member is away from Broward County attending to his/her official business.
2) When the Board member is confined to home or hospital due to illness or accident.
3) When the Board member's absence is due to a death or serious illness of an immediate family member.
4) When a pandemic or other declared state of emergency presents considerations that cause an undue burden for the Board member's attendance in person at a BMPO Board meeting.
5) When extraordinary circumstances cause the Board member to be unable to attend the Board meeting in person. A request under this section requires approval by a majority vote of the other Board members who are physically present at the meeting.

Under sections 1 through 5 listed above, the absentee member shall provide notice to the Executive Director of his/her request to participate via communications media technology and the circumstances of the absence. The Executive Director shall provide this request to the Board members for their consideration.

Two (2) or more Board members may not be present at the same remote location.

Applicability to Committees and Subcommittees ("Committee")

This procedure shall be applicable to all BMPO Committees that are otherwise subject to Florida's Sunshine Laws and Regulations.

Committee members may attend, participate, and vote at meetings through the use of communication media technology, as long as a quorum of committee members are physically present at the meeting (unless quorum requirements are waived by state officials), under the following circumstances:

1) When the member is away from Broward County attending to his/her official business.
2) When the member is confined to home or hospital due to illness or accident.
3) When the member's absence is due to a death or serious illness of an immediate family member.
4) When a pandemic or other declared state of emergency presents considerations that cause an undue burden for the member's attendance in person at a meeting.
5) When extraordinary circumstances cause the member to be unable to attend the meeting in person. A request under this section requires approval by a majority vote of the other members who are physically present at the meeting.

Under sections 1 through 5 listed above, the absentee Committee member shall provide notice to the Executive Director of his/her request to participate via communication media technology and the circumstances of the absence. The Executive Director, or his delegate, will provide this request to the other Committee members for their consideration.

Two (2) or more Committee members may not be present at the same remote location.

Public Participation

Members of the public who are not physically present at a BMPO public meeting may participate in all BMPO meetings using communications media technology as such may be readily useable by the BMPO. Unless specifically modified by this section, public participation is governed by BMPO Rule Section 2.04.6.

The BMPO will comply with current guidelines for safe meetings from the Center for Disease Control ("CDC") or Health Department. Members of the public may attend meetings in person in compliance with those guidelines or may otherwise view meetings online through the live broadcast.

Any person may request permission of the chairperson to speak to an item on the agenda by coming to the meeting in person or by sending an email to info@browardmpo.org containing the speaker's full name, email address, phone number, and the agenda item to be discussed. Emailed requests should be submitted at least 24 hours in advance of the scheduled meeting or workshop. A link will be sent to those speakers and they will be allowed to address the Board (or Committee) virtually through the Zoom web application on meeting day. A three-minute time limit will be imposed for each speaker.

Legal:
Rule Section 2.04.6
F.S. 120
F.S. 286.011
F.S. 286.0114
F.S. 286.012

PROCEDURES FOR BOARD / COMMITTEE MEMBERS AND STAFF FOR VIRTUAL/HYBRID PUBLIC MEETINGS

1.   **List of Participants.**   It is important to have a designated list of participants/panelists for the virtual public meeting. Prior to the meeting, Board / Committee Members should advise BMPO Staff whether they will be attending the virtual meeting. No later than one hour prior to the virtual meeting, BMPO Staff shall provide the Board/Committee Chair with a list of BMPO Board / Committee Members and Staff that are anticipated to participate in the virtual meeting.

2.   **Procedure for Joining the Virtual/Hybrid Meeting.**   Board / Committee Members and Staff may join the virtual meeting via the registration link. This link can be found at the top of the meeting agenda http://www.browardmpo.org/index.php/agendas-minutes, on the BMPO calendar http://www.browardmpo.org/calendar, via email, and/or the BMPO's social media platforms.
When registering, enter your full name (first and last) so that members can be accounted for. After you register, you will receive a confirmation email with your personalized URL link to join the meeting. **Note: This link should not be shared with others; it is unique to you.**
For seamless interaction in the meeting, download the Zoom client https://zoom.us/download

Upon joining the meeting, all participants will enter as an attendee and be automatically muted upon entering the meeting. BMPO staff will find your name on the attendee list and assign you as a panelist. Zoom will close and re-open in the panelist view. This will open the mic/camera capabilities.
Please mute your microphone unless speaking.

Should you need to use a phone instead of the computer for microphone/audio*:*
Once the meeting has started and *you have been assigned as a panelist by BMPO staff*, in the bottom left corner of the tool bar is an up-arrow next to the microphone icon. There, you can select 'Switch to Phone Audio' and a white pop-up will appear.
Dial one of the listed numbers to join the Zoom phone system. Enter the Meeting ID and press #. The enter the Participant ID and press #.

**Note: if you do not add your Participant ID, you will be automatically set as an attendee and will not be able to speak. If you have forgotten to add your Participant ID, hang up and try again.

Once you call or log into the meeting, please MUTE your microphone on your phone or computer. For those using a phone to call in, dial *6 to mute/unmute your device.

It is preferred that you use video during the meeting. If you are utilizing video to appear at the meeting, please ensure your computer video is accessible, and that you are in a location that you can be clearly seen. Please make sure you are in a place with minimal background noise so you can hear the meeting.

The meeting will be recorded and minutes will be taken, so it is important to mute your microphone and minimize background noise.

3.   **Procedure for Discussing Agenda Items and Providing Comments.**   To ensure a smooth meeting, it is important that the Chair control who can speak at any one time.   **PLEASE DO NOT UNMUTE YOUR MICROPHONE UNTIL THE CHAIR RECOGNIZES YOU TO SPEAK.** Therefore, Board Members and Staff shall follow the following procedures when providing comment during the virtual meeting:

- If you logged into the meeting via the website/Zoom, please select "RAISE HAND" option to indicate you wish to speak. If you phoned into the meeting, please dial *9 to raise your hand to indicate you wish to speak.
- When the Chair recognizes you, please state your name for the record before you make your comments.

- When you speak, please state your name for the record.

4. **Procedures for Motions and Voting.** In order to ensure an orderly meeting, the Chair will ask for a motion on the agenda item once the Chair has concluded hearing from all Board / Committee Members and public who wish to speak on an item.

In a virtual/hybrid public meeting, in order keep individuals from speaking over each other, board/committee members must raise their virtual hand via Zoom's "raise hand" button. This button can be found by first selecting the Participants icon on the Zoom toolbar, which will pull up a white column the lists all the participants currently in the meeting. In the bottom right hand corner of this column is the "Raise Hand" button.

The first two to click their "raise hand" button are the ones that have made the motion and second. The Chair would state the names that are listed first and second on the participant list that have raised their hand. Then all members will be asked to lower their virtual hands.

Next the Chair would have to request to use unanimous consent. If there are any opposed, they would need to raise their virtual hand. If someone does raise their hand, and the chair confirms that they do oppose and the hand was not risen by accident, this will trigger a roll call vote.

The roll call vote will be done in order by districts then agencies. It will be taken by Boards Coordinator and/or Attorney. When the board/committee member's name is called, they must unmute their microphone and state their vote. The member must state their name first and then "Aye" meaning you support the motion, or "No" meaning you do not support the motion. Finally, the tally would be counted and announced to the board/committee if the motion passed/failed, the vote count, and list the names of those dissenting.

The Chair will then move on to the next agenda item and continue the meeting.

5. **Public Comment.** As posted on each agenda, any public comments that will be read by the Chair at the upcoming board/committee meeting must be submitted to info@browardmpo.org at least 24 hours prior to the start of the meeting. These comments are reviewed by BMPO staff then given to the Chair one hour prior to the meeting. During the public comment section of the meeting, the Chair can choose to either read aloud the received comment, or if the commenter is in the attendees/audience, allow them to read their emailed comment. Commenters must state their name and the organization they represent for the record.

Any comments received after that 24-hour mark prior to the scheduled meeting will be addressed after the board/committee meeting has concluded. The comment and

subsequent information will then be added to the Administrative Items of the following board/committee meeting.