



MEMORANDUM

AGENDA ITEM #IV.A

DATE: MAY 29, 2020

TO: COUNCIL MEMBERS

FROM: STAFF

SUBJECT: COMMUNICATIONS MEDIA TECHNOLOGY MEETING PROCEDURES

Please find herewith Council Meeting Procedures for using Communications Media Technology.

Recommendation: Approve the Council Meeting Procedures.



South Florida Regional Planning Council
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SOUTH FLORIDA REGIONAL PLANNING COUNCIL

COUNCIL MEETING PROCEDURES (Communications Media Technology)

WHEREAS, on March 9, 2020, Governor Ron DeSantis signed Executive Order No. 20-52, thereby declaring a public health emergency in the State of Florida due to public health threat resulting from the spread of the Novel Coronavirus Disease 2019 (“COVID-19”); and

WHEREAS, on March 20, 2020, Governor Ron DeSantis signed Executive Order No. 20-69 (the “Order”), thereby suspending any statutory requirement that a physical quorum be present in order to conduct a meeting of a local government body, including the South Florida Regional Planning Council (the “Council”); and

WHEREAS, the Order further authorizes the Council to utilize communications media technology (“CMT”), such as telephonic and video conferencing, as provided in Section 120.54(5)(b)(2), F.S., to conduct a public meeting; and

WHEREAS, on April 29, 2020, Governor DeSantis signed Executive Order 20-112, thereby extending the Order and enabling local governing bodies to continue to meet through the use of CMT and without a quorum physically present; and

WHEREAS, the Council seeks to conduct a meeting consistent with the Order and fully compliant with the Sunshine Law, and to provide the utmost transparency and opportunity for public access and participation while ensuring that all necessary and appropriate steps are taken to protect the health, safety and welfare of the citizens and residents of the counties represented by the Council.

NOW, THEREFORE, the South Florida Regional Planning Council, pursuant to Executive Order No. 20-69, dated March 20, 2020, the authority set forth in Ch. 252, F.S., and all other applicable laws, hereby adopts the following procedures for Council meetings and other public meetings of the Council, as may be determined by the Council’s executive director, utilizing communications media technology:

- 1) Notice for all “virtual” meetings of the Council shall be prepared and posted in accordance with Section 120.54(5)(b)(2), F.S., and Ch. 28-109, F.A.C., along with other applicable local and state law.
- 2) Members of the Council and Council staff may attend meetings remotely utilizing CMT. The Council staff shall assist to ensure that all members of the Council and members of the public, as determined by the executive director, have access to the Council meeting. Pursuant to the Order, a physical quorum of the Council is not legally required to hold a meeting and conduct official business. In the event that a physical quorum is not present, a virtual quorum shall be required in order to hold a meeting and conduct official business.
- 3) The Council offices and meeting room, at the discretion of the executive director, may be closed to the public. In the event that the offices and meeting room are closed to the public,

the public shall not be permitted to physically attend meetings of the Council. This restriction is intended to ensure compliance with the CDC recommendation to avoid gatherings of more than ten (10) people.

- 4) Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments by email to sfadmin@sfrpc.com, via the webinar phone line, or webinar communication tools. All comments submitted by email that, if read orally, are three minutes or less shall be read into the record. All comments submitted by email shall be made a part of the public record. If any member of the public requires additional information about the Council meeting or has any questions about how to submit a public comment at the meeting, please contact:

Kathe Lerch
Office Manager
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1 Oakwood Boulevard, Suite 250
Hollywood, Florida 33020

Email: sfadmin@sfrpc.com; Telephone: (954) 924-3653

- 5) All action of the Council shall be taken by a roll call vote.
- 6) If, at any point during the Council meeting, the technology fails or if the technology is insufficient to permit all interested members of the public to attend, the Council meeting shall cease immediately until such problems have been resolved.

APPROVED BY THE SOUTH FLORIDA REGIONAL PLANNING COUNCIL and filed with the executive director on the 29th day of May 2020.

CHAIR DANIELLA LEVINE CAVA

APPROVED AS TO LEGAL FORM:

SAMUEL S. GOREN
General Counsel