MIAMIBEACH

CITY OF MIAMI BEACH

HOW A PERSON MAY PARTICIPATE DURING THE VIRTUAL CITY COMMISSION MEETING

AND

VIRTUAL COMMISSION MEETING PROCEDURES

May 13, 2020

The May 13, 2020 City of Miami Beach Commission Meeting will be held as a Virtual Meeting with the Mayor, Commissioners, and City staff participating through video conferencing.

- **How to observe the Virtual Commission Meeting:**

  The Virtual Commission Meeting will be broadcast live on Miami Beach TV (MBTV), viewable on the City's website at https://www.miamibeachfl.gov/government/mbtv/, as well as on Atlantic Broadband Cable channel 660, AT&T U-verse channel 99, Hotwire Communications channel 395, and ROKU device on PEG.TV channel, and on social media at facebook.com/cityofmiamibeach.

- **How to provide spoken public comment during the Virtual Commission Meeting:**

  To participate or provide comments during the Virtual Commission Meeting, the public may join the webinar at: https://us02web.zoom.us/j/88472526207 or by telephone at:1.929.205.6099 (U.S.) or 877.853.5257 (Toll Free) Webinar ID: 88472526207#

  Members of the public wanting to speak on an item during the meeting, must click the "raise hand" icon if using the Zoom app or press *9 on the telephone to raise their hand.

- **How to submit written public comment before the Virtual Commission Meeting:**

  The public may submit written comments by sending an email to CityClerk@miamibeachfl.gov by 5:00 p.m. the day before the Virtual Commission Meeting. Please identify the Agenda Item Number in the email subject line. Emails received will be forwarded to the Mayor and Commissioners and will be included as a part of the meeting record.

Please note that Governor DeSantis' Executive Order Number 20-69 suspended the requirement of Section 112.286, Florida Statutes, the Florida Sunshine Law, that a quorum must be present in person, and that a local government body meet at a specific public place. The Executive Order also allows local government bodies to utilize communications media technology, such as telephonic and video conferencing for local government body meetings.

GENERAL INFORMATION

The regularly scheduled meetings of the City Commission are established by Resolution. Scheduled meeting dates are available in the Office of the City Clerk's webpage at: https://www.miamibeachfl.gov/wp-content/uploads/2020/05/2020-Commission-Dates.pdf or by calling the Office of the City Clerk at: 305.673.7411.

1. The Dr. Stanley Sutnick Citizens' Forum will be held during the first Commission meeting each month. The Dr. Stanley Sutnick Citizens' Forum starts at 8:30 a.m., or as soon as possible thereafter. Approximately thirty (30) minutes will be allocated for each session, with individuals being limited to no more than three (3) minutes or for a period established by the Mayor. No appointment or advance notification is needed to speak to the Commission during this Forum. During the Dr. Stanley Sutnick Citizen's Forum, the public may speak on any issues and/or concerns.

2. Prior to every Commission meeting, an Agenda and backup material are published by the Administration. The Agenda and backup materials are available on the City's website: https://www.miamibeachfl.gov/city-hall/city-clerk/agenda-archive-main-page-2/ the Thursday prior to a regularly scheduled Virtual Commission Meeting.

3. Any person requesting placement of an item on the Agenda must provide a written statement with his/her complete address and telephone number to the Office of the City Manager, 1700 Convention Center Drive, 4th Floor, Miami Beach, FL 33139, briefly outlining the subject matter of the proposed presentation. To determine whether the request can be handled administratively, an appointment may be scheduled to discuss the matter with a member of the City Manager's staff. "Requests for Agenda Consideration" will not be placed on the Agenda until after Administrative staff review. Such review will ensure that the issue is germane to the City's business and has been addressed in sufficient detail so that the City Commission may be fully apprised. Such written requests must be received in the City Manager's Office no later than noon on Monday of the week prior to the scheduled Commission meeting to allow time for processing and inclusion in the Agenda package. Presenters will be allowed sufficient time, within the discretion of the Mayor, to make their presentations and will be limited to those subjects included in their written requests.

4. Once an Agenda for a Virtual Commission Meeting is published, persons wishing to speak on item(s) listed on the Agenda, other than public hearing items and the Dr. Stanley Sutnick Citizens Forum, should call or email the Office of the City Clerk at 305.673.7411 / CityClerk@miamibeachfl.gov, before 5:00 p.m., no later than the day prior to the Commission meeting and give their name, the Agenda item to be discussed, and if known, the Agenda item number.

5. All persons who have been listed by the City Clerk to speak on the Agenda item in which they are specifically interested, and persons granted permission by the Mayor, will be allowed sufficient time, within the discretion of the Mayor, to present their views. When there are scheduled public hearings on an Agenda item, IT IS NOT necessary to register at the Office of the City Clerk in advance of the meeting. All persons wishing to speak at a public hearing may do so and will be allowed sufficient time, within the discretion of the Mayor, to present their views.