Exhibit "A"

MIAMIBEACH

2022 – City of Miami Beach Candidate Presentation Guidelines

1. To offer Miami Beach viewers an informative and organized presentation, the Candidate Video Presentation will be recorded live and replayed multiple times on MBTV. Once the recording of a candidate begins, the camera will not be turned off until the earlier of: 1) when the candidate indicates they are finished or 2) the five-minute time limit has been reached; each candidate shall have two opportunities for the live recording, with the second recording to occur immediately following the first recording. After the recordings, candidates will be emailed a link where they must choose within the stated time established therein, which recording they would like aired. In the event a candidate fails to timely select their preferred recording, the second recording will be chosen to air by default. NOTE: The individual candidate recorded presentations are public records pursuant to Chapter 119, Florida Statutes, and as such may not be edited for any reason.

2. Candidates will be offered the use of the City's teleprompter and a one-hour rehearsal session before the date of the recording. Candidates that wish to use the City's teleprompter must provide their script at the time of each session (rehearsal and recording) as a Microsoft Word document saved in "Rich Text Format" saved on a USB flash drive. The Office of Marketing and Communications will not retain speech copies. Candidates are highly encouraged to bring a person to assist them with the teleprompter and any personal needs (makeup, hair, etc.) they may have.

3. To have an organized presentation of candidates and issues, a strict timetable will be developed and adhered to. Each candidate will be given a scheduled time slot for their rehearsal and final video recording schedule. It is the sole responsibility of the candidate to make sure they are available when it is their time to speak. Any candidate who misses their assigned time slot will forfeit their opportunity to present. The City Clerk is authorized to take any action not otherwise inconsistent with this Resolution, including but not limited to altering the days and times of the rehearsal and/or final video recording if necessary due to an unforeseen event, with the City Clerk immediately reporting the change to the Mayor and Commissioners via a Letter to Commission (LTC).

4. The Candidate Video Presentations will be shown multiple times on MBTV. The scheduled air times will be published in The Miami Herald Neighbors Section, El Nuevo Herald, a local Spanish-language newspaper (depending on publishing dates), and on MBTV.

5. Candidates must arrive at the Office of the City Clerk at least 10 minutes before their assigned time slot. This will ensure an orderly transition from candidate to candidate.

6. The time slots will be assigned in the order of ballot presentation of Group II alphabetically by candidates (as their names will appear on the ballot). It is the sole responsibility of the candidate to be available at their designated time.

7. Before the candidates begin speaking, the moderator will give an introduction stating the purpose and explaining the format of the Candidate Presentation.

8. Each candidate will be allocated a maximum of five minutes of airtime on MBTV. To maintain equitable time for each candidate who elects to participate in the Candidate Video Presentation, when the candidate's five minutes have elapsed (or earlier if the candidate makes clear that they have completed the presentation), the candidate will be cut off, even if in mid-sentence. As the recordings are public records, the candidates' recorded presentations shall not be edited.

9. The moderator will introduce each candidate. The introduction will be limited to the Commission Group Number and the corresponding name of the candidate (example: “Commissioner candidate; candidate’s name” or “Commission Group II candidate; candidate’s name.”) The candidate will be introduced by their name, as it will appear on the ballot.

10. Only the candidate may speak on their behalf, not a representative.

11. No pre-recorded videos will be used.

12. No background music, special backgrounds, or special effects will be allowed.

13. The Administration will be given a time slot at the end of the Candidate Video Presentations to provide any official action of the City Commission related to the Special Election ballot measures/question, along with explanations in both English and Spanish, if needed.