

**PROCEDURES FOR VIRTUAL PUBLIC MEETINGS OF THE CHARTER SCHOOL
OVERSIGHT COMMITTEE OF THE CITY OF HIALEAH, FLORIDA
USING COMMUNICATIONS MEDIA TECHNOLOGY IN RESPONSE TO COVID-19**

Pursuant to emergency management powers as set forth in F.S. §§252.31-252.90, Governor Ron DeSantis issued Executive Order 20-69 (March 20, 2020), suspending the “Florida’s Government in the Sunshine Laws” requirement that a quorum of the legislative body holding a public meeting be met in-person and that the meeting be held at a physical location accessible to the public for the duration of the State’s Declaration of Emergency issued on March 9, 2020 (EO20-52) as a result of the COVID-19 pandemic affecting the State of Florida. Executive Order 20-69 was issued specifically to safeguard the health of the public by limiting the risk of infection from the coronavirus through person-to-person contacts as would occur in a public gathering such as a public meeting. As an alternative to in-person appearances by public officials or employees and in-person attendance and participation by the public, Executive Order 20-69 allows local governments to use communications media technology to hold public meetings during the public health emergency. The Governor’s Executive Order 20-69 did not waive any other requirement under the Sunshine Law, such as the requirements for reasonable notice and public participation or reasonable opportunity to be heard.

Therefore, the following minimum guidelines and procedures shall govern the conduct of public meetings of the Charter School Oversight Committee of the City Hialeah, Florida using communications media technology, held during the duration of the public health emergency as a result of COVID19, in order to protect the health, welfare and safety of the public, including public officials, from being exposed to COVID-19 and meet the requirements of the Sunshine Law. These guidelines and procedures shall supersede all existing guidelines and procedures to the extent a conflict exists or if, based on the emergency, the existing guideline or procedure cannot be met.

I. Public Notice; Purpose; Agenda.

Consistent with the requirements of F.S. 286.0114 regarding the public’s right to reasonable notice and an opportunity to be heard, the City Charter’s provision on emergency hearings, the City’s declaration of emergency, and the factual context in which these guidelines are adopted, the Charter School Oversight Committee shall provide the public notice of a special or emergency meeting of the Committee with as much advance notice as possible considering the official action required to be taken and the emergency circumstances requiring the official action but in no event with less than 24 hours prior to the meeting taking place. The notice of public meeting shall generally state the purpose for the meeting. An agenda setting forth the items under consideration requiring official action shall be prepared and made available to the public prior to the meeting. The notice shall be publicized through available channels of communications such that communication of the anticipated occurrence of the meeting to the public is effective and efficient, including as may be available posting of the notice on the City’s website, social media sites, television, radio, newspapers, or mass text or email messages to registered users. The notice shall contain information about the purpose of the meeting, date, time, virtual locations and the type of electronic communications access points through which

the public may choose to attend or participate in the meeting, and the address, e-mail, and telephone number where a person may request additional information about attending or participating in the meeting.

II. Quorum

The number of members required for a quorum of the Committee shall not change. However, in lieu of an in-person appearance, any member may appear using any available method of communications media technology, such as web-based meeting applications or through the telephone. Members appearing through the use of communications media technology shall be counted for purposes of establishing a quorum.

III. Public Access

The virtual public meeting shall be broadcast live for members of the public to view on the City's Facebook page. In addition, members of the public may hear the meeting live through telephonic conferencing. The Charter School Oversight Committee shall publish the telephone conference number or numbers and all required information to enable any person interested in listening to the meeting live on its website. The telephone conference dial-in information shall be published on the city's website no later than twenty-four (24) hours prior to the meeting. The Facebook live streaming will beginning concurrently with the meeting.

IV. Public Participation/Reasonable opportunity to be heard

Persons interested in participating in the public meeting by making comments or asking questions may do so by electing to do so in advance of the meeting or during the meeting as follows:

- a. In advance of the meeting. Any person interested in making comments or posing questions on matters of public concern or on any item on the agenda may do so prior to the meeting taking place by e-mail to virtualmeeting@hialeahfl.gov. Comments and questions made by e-mail in advance of the meeting must be received by 3:00 p.m. the business day prior to the meeting or no later than six (6) hours prior to the meeting if only 24-hours' notice prior to the meeting is provided by the City. E-mail comments and questions shall not exceed three minutes when read. Only the first three minutes of e-mail comments and questions received by the deadline will be read into and form part of the public record. In order for email comments and questions to be acknowledged during the public meeting, participants must provide their first name, last name and address.
- b. Live during the meeting through web-based meeting platform. Any person interested in making comments or posing questions on matters of public concern or on any item on the agenda may do so during the meeting by joining the meeting using Zoom or any other similar web-based meeting platform being used as identified in the notice. The person interested in joining the meeting to participate for this purpose must register with the City Clerk by completing a registration form, providing the

information required and submitting the complete form to the City Clerk no later than 3:00 p.m. the business day prior to the meeting or no later than six (6) hours prior to the meeting if only 24-hours' notice prior to the meeting is provided by the City. The City Clerk will provide registered participants the meeting's url (unique resource locator) and/or telephone conferencing telephone numbers and any other information or instructions required to access the meeting. All registered participants will be muted during the meeting until called upon to be heard. Participation through Zoom requires a computer or smart mobile device with a microphone and web camera. The participant may elect to participate in the meeting using audio only or appear through both audio and video. Participants are reminded to maintain decorum in their comments and appearance throughout their participation as the whole meeting will be recorded and published on the City's Facebook page and retained pursuant to the Florida Public Records Law.

V. Other Guidelines

All existing laws or rules of procedure applicable to public meetings (i.e. three-minute limit on speaking, three in favor and three in opposition on any item on the agenda, lobbyist registration requirements), that are not in conflict with these procedures and can be observed under the circumstances remain in effect and to the greatest extent practicable should be observed. Public comments and questions, whether on general matters of public concern or on a matter on the agenda, will be heard at the beginning of the meeting and once heard no other public participation will be permitted. Persons making public comments must identify themselves by first and last name and provide their address for the record, prior to speaking. Participants are reminded to maintain decorum when participating in the meeting. If during the course of the meeting, technical problems develop with the communications network that prevent interested persons from attending, the meeting shall be adjourned until the problems have been corrected.

The recording of the meeting will be posted on the City's Facebook page as soon as practicable.

VI. Accommodations

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodations to participate in the virtual public meeting should contact the Office of the City Clerk at (305) 883-5820 for assistance no later than two (2) days prior to the virtual meeting or 6 hours prior to the meeting, if only 24-hours' notice prior to the meeting is provided by the City. If hearing impaired, persons may telephone the Florida Relay Service at (800) 955-8771 (TDD), (877) 955-8773 (Spanish) or (800) 955-8770 (Voice) to contact the Office of the City Clerk.

Persons who do not have access to a computer or smart mobile device or otherwise need assistance in accessing or participating in the meeting pursuant to these procedures must contact the Office of the City Clerk at (305) 883-5820 for assistance. The person requesting assistance must contact the Office of the City Clerk no later than two (2) days prior to the virtual meeting or 6 hours prior to the meeting, if only 24-hours' notice prior to the meeting is provided by the City, to allow the Clerk a reasonable opportunity to provide any reasonable assistance necessary to allow the person to participate effectively.

VII. Additional Information

Anyone interested in additional information related to the conduct of a virtual public meeting or these procedures may contact the Office of the City Clerk by telephone at (305) 883-5820 or in writing by email at cityclerk@hialeahfl.gov. The City's website can be accessed at www.hialeahfl.gov. The City's social media pages can be accessed through the main page on the City's website. Click on the handle for "City of Hialeah-Municipal Government" for Facebook, Twitter and Instagram.