



## **VIRTUAL CITY COMMISSION MEETING PROCEDURES**

Until further notice, to promote social distancing and avoid risk of additional community spread of the Coronavirus (COVID-19), Pompano Beach City Commission Meetings will not be open to physical attendance by members of the public, the media, or general City staff.

The City Commission Meetings will be conducted remotely utilizing a platform for video and audio conferencing. The Elected Officials will participate individually and apart from each other in their offices at City Hall. City Staff will be participating remotely from their offices or from their home.

Interested parties can view the Commission Meeting on Comcast Ch. 78 live and through rebroadcast as well as through live streaming and archive on the City's website at [www.pompanobeachfl.gov](http://www.pompanobeachfl.gov).

Members of the Community who wish to participate in the meeting and speak on any item on the Consent or Regular Agenda must utilize the new remote public participation option. This option promotes social distancing, while still offering interested parties the opportunity to participate in matters coming before the City Commission.

### **In Order to Comment on an Item Remotely, Participants Must Have:**

- Access to the internet (to register)
- A working email address (to receive your confirmation and dial in number)
- A telephone (to dial in to the meeting)

### **Speaking About an Agenda Item (Remotely)**

- Anyone who wishes to address the City Commission remotely (via telephone) on an Agenda Item must pre-register by 9:00 a.m. the day of the meeting.
- When there is an upcoming Commission Meeting, the link to register will appear on the Commission Page when the agenda is posted.
- The link will direct you to a Registration Form
- All fields of information on the Registration Form are required.

- After submitting your registration online, you will receive an email confirmation. On the day of the meeting you will receive the telephone number to call.
- Normal Commission Meeting procedures such as the invocation, Pledge of Allegiance and Audience-to-be-Heard will be suspended during the Virtual Commission Meetings process.
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**On the day of the Meeting:**

- Participants must call the telephone number provided. They can call up to 10 minutes prior to the meeting start time. The call will be answered and they will be put into a "Listen Only" mode, until the Agenda Item number they have signed up to speak about is called and the public input part of the item begins.
- When it is time for the participant to speak, the Mayor will direct the conference operator to unmute their line. The Mayor will ask the caller to introduce themselves and will remind the caller how much time they have to speak.
- Each remote participant will have three minutes to speak.
- Participants watching the webcast/broadcast from a remote location, must mute the speaker on the device they are watching the meeting BEFORE their line is unmuted to speak. This will prevent feedback on the webcast/broadcast. If there is interference or feedback on the call, the participant may be disconnected should the interference cause disruption to the meeting.
- Note there is a short delay between the live meeting and what is broadcast on Ch. 78 or web streaming
- When the speaker's time expires, they will be placed on "Listen Only" mode and the next speaker in line will be able to participate, and/or the meeting will otherwise continue.
- At the conclusion of the participant's comments, they can either hang up, or stay on the line and listen to the meeting.

This procedure shall be followed for any item on the Commission Agenda that includes public participation.