



## **SPECIAL RULES COMMUNICATION MEDIA TECHNOLOGY**

Pursuant to Governor Ron DeSantis Executive Order Number 20-69, Florida Statute § 120.54, and Florida Administrative Rules, Chapter 28-109, and Town of Miami Lakes Emergency Order 20-02, the following are rules will ensure that the Council, Planning and Zoning Board and any other necessary Town Public Meeting, governed by Florida's public meeting laws will provide for necessary public notice, allow for public participation and are conducted in the Sunshine. Therefore, the following rules shall govern all virtual meetings during the duration of Executive Order Number 20-69:

1. All State, County, local ordinances, and resolutions not affected by these special rules shall be considered in full effect.
2. Scheduling of Council and Planning and Zoning meetings shall follow the existing meeting schedule, subject to change by the Council or Planning and Zoning Boards, respectively.
3. Meetings shall be conducted via Zoom or other similar platform; Council and Board Members need not be present in Town Hall to constitute presence for quorum.
4. All meetings shall abide by Florida Statute Chapter 119, known as Florida Public Records Law.
5. All meetings shall provide the opportunity for ADA compliant accommodations.
6. Public Notice of meetings shall be posted in Town Hall and distributed via the Town website, [www.miamilakes-fl.gov](http://www.miamilakes-fl.gov), and the Town's social media sites of Facebook, Instagram and Twitter.
7. Public Notice shall contain the following information:
  - a. Location of meeting, and location where electronic equipment will be maintained;
  - b. Electronic sites where the meeting can be viewed;
  - c. Physical address, e-mail address, telephone number and Zoom Sign in where Public Comments can be provided;
  - d. Physical Address, Email Address, Telephone Number and Zoom Sign in where Public can inquire for information on meeting;
  - e. (Quasi-Judicial Proceedings) A physical or e-mail address, and designated person to whom a person may submit written or other physical evidence which he or she intends to offer into evidence during the proceedings.
8. Public Comments shall occur first in the agenda, prior to the commencement of the Council or Planning and Zoning business agenda. Once all Public Comments have been

- heard or read into the record, the Public Comments portion of the agenda shall end, and the Council or Planning and Zoning Meeting portion of the agenda shall begin.
9. Meetings will be live-streamed via a zoom platform and will be livestreamed. Meetings can be viewed at <https://www.miamilakes-fl.gov/meetings>, or listened via audio by dialing in at a number to be provided prior to the meeting.
  10. Public Comments can be provided via: <https://www.miamilakes-fl.gov/remotecomments>
  11. If at any time during the public meeting the ability of the public to listen and participate is interrupted due to a technical problem, the public meeting shall immediately terminate until such time as the technical problem is corrected.
  12. These rules shall take effect, March 26, 2020 and can be amended by the Manager or Town Council as necessary, and shall be in effect until such time as the rules are rescinded by the Manager or Town Council or at the expiration of Governor DeSantis Executive Order Number 20-69.

Signed on \_\_\_\_ day of \_\_\_\_\_, 2020.

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Edward Pidermann, Town Manager