

RULES OF PROCEDURES FOR VIRTUAL MEETINGS **OF THE CORAL GABLES CITY COMMISSION** **(CORONAVIRUS/COVID-19)**



These rules are adopted in accordance with the Florida Governor's Executive Order 20-69, Florida Statutes Chapter 252, and § 120.54(5)(b)(2) in order to provide for fully virtual meetings of the City Commission. This action is taken in response to the Coronavirus/COVID-19 pandemic, in order to comply with social distancing recommendations intended to protect the life and safety of individuals in the community. Accordingly, City Hall will be closed to the public.

PLATFORM:

The video conference platform Zoom will be used for virtual City Commission meetings. The City already has a subscription with Zoom and it is the platform used by the City Clerk for live remote public comments during traditional City Commission meetings. In accordance with Section 2-28 of the City Code, the Mayor will administer the Commission meeting as Chair of the City Commission, with technical assistance from the Information Technology Department.

Video of the virtual meeting will be streamed on the City's website at: www.coralgables.com/cgtv. In addition, a dedicated phone line will be available so that any individual who does not wish (or is unable) to use Zoom may listen to the meeting via phone.

NOTICE:

The virtual meeting will be noticed in the same manner and at the same locations as all City Commission meetings are noticed. The Zoom conference number (along with instructions) will be published on the City Commission agenda and will be included everywhere that the meeting is noticed. The phone number will also be included on the City Commission agenda and everywhere that the meeting is noticed. Additionally, instructions on how to provide a comment via e-comment and an email address will be provided everywhere that the meeting is noticed.

All notices will make clear that City Hall will be closed to the public.

All notices will provide that any person needing an accommodation in order to listen to or participate in the meeting should contact the City's ADA Coordinator, Raquel Elejabarrieta at: 305-722-8686, TTY/TDD 305-442-1600 or relejabarrieta@coralgables.com.

PUBLIC PARTICIPATION:

The public may comment on any item on the agenda using the Zoom platform. The public may also comment using the dedicated phone number provided for anyone wishing to comment, via telephone, on an item on the agenda. Members of the public who attend the meeting by phone must keep their line muted at all times, except when acknowledged by the Mayor to speak on a particular agenda item.

In addition, the public may comment on an item on the agenda, prior to the beginning of the meeting, using the City's already-established e-comment function which may be found on the City's website at: www.coralgables.com/commissionmeetings or by emailing cityclerk@coralgables.com.

Before each item is voted on, the Mayor will allow for public comment using Zoom or the telephone line provided. When the Mayor acknowledges those on the phone line that wish to speak, only one individual will be permitted to speak at a time.

In addition, the Mayor will request that the City Clerk read any e-comments or emails relating to that particular item into the record.

As Chair of the City Commission, the Mayor may exercise his or her authority to limit the length of time provided to an individual for public comment. In addition, the Mayor may preserve decorum and order in accordance with section 2-78(a)(4) of the City Code.

A phone number and email address will be provided for individuals who may have questions on how to access the meeting or participate in the meeting, prior to the date of the meeting.

MINUTES:

Minutes and a recording of the meeting will be kept as customary.