

Hybrid Remote Public Meeting Procedures

The COVID-19 pandemic has created the need to modify procedures for public meetings to enable official public business to be conducted. These procedures are applicable when a public meeting is conducted utilizing both in-person and by phone participation (hybrid remote public meeting). These procedures do not include the ability of the public to participate by phone during the meeting. At this time, participation by phone is limited to members of boards/committees/agencies, staff and consultants.

1. A hybrid remote public meeting may be conducted to facilitate the phone participation of members of boards/committees/agencies, staff and consultants during the pendency of the COVID-19 pandemic.
2. Social distancing guidelines shall be applicable to all of the in-person components of a hybrid remote public meeting.
3. In accordance with the Governor's Executive Order Number 20-69 and Resolution Number 20-3.29 of the Board of County Commissioners, phone participants in a hybrid remote public meeting may count toward a quorum requirement, if one exists, only if the establishing ordinance/resolution does not require a physical quorum to be present.
4. A hybrid remote public meeting may be conducted for any, including quasi-judicial proceedings and public hearings as long as all legal requirements can be met.
5. Participants required to provide sworn testimony as part of a hybrid remote public meeting must be present where those participating in-person are physically located.
6. Public access to a hybrid remote public meeting must be provided where those participating in-person are physically located. Members of the public will be allowed to speak during the public comment portion of a hybrid remote public meeting.
7. An opportunity for public comment will also be provided via email. A public comment email address will be established for each board/committee/agency. The established email address must be included in all meeting notices. Members of the public who do not attend the hybrid remote public meeting may submit emails which will be read into the record at the hybrid remote public meeting as long as those emails are received prior to the conclusion of the applicable matter.
8. Until further notice all hybrid remote public meetings will be conducted in the:

JOHN F. AND RITA M. ARMSTRONG WING OF THE BLAKE LIBRARY 2351 SE MONTEREY ROAD,
STUART, FLORIDA 34996.

That is the address that should be provided on any agendas or notices. On the day of the meeting a written sign should be placed at the County Administration Building noting the XX meeting will be held next door at the Blake Library.

9. Conducting a hybrid remote public meeting requires the approval of the County Administrator or her designee and the County Attorney or her designee. The County Administrator is the final decision-maker on all scheduling conflicts.

10. As soon as possible prior to the desired meeting date, Staff considering a hybrid remote public meeting must:

a. Contact the attorney who represents the board /committee/agency or department wishing to conduct a hybrid remote public meeting. The attorney will communicate individually with the participants to explain the process and to assure that any quorum or other legal requirements, including the timing and content of any required notices, can be met before proceeding further.

b. Schedule the meeting with Library staff through meetingrooms@martin.fl.us.

c. Identify all staff responsible for or to be in attendance at the meeting.

d. Have the department's executive aide or other designated employee, provide staff and meeting information to John Kozey through jkozey@martin.fl.us so that their badges can be activated to provide access to the building. Access is provided for each meeting separately; this request must be made for each meeting.

e. Identify anyone who will be presenting, in particular those who will need to be sworn in, and communicate with those individuals regarding attendance and presentation needs.

f. Coordinate with MCTV (rhogense@martin.fl.us) to ensure that any audio/video needs will be in place. Meetings currently supported by MCTV (BOCC, MPO, CESM, LPA, and CRA) will continue to be live streamed and recorded by MCTV. All other meetings should be recorded, if so desired, by Staff consistent with prior methods.

g. Coordinate with ITS (service-desk@martin.fl.us) to ensure that an email address for public comment and a phone conference line for meeting participants have been provided, as well as any other audio/video needs. A laptop may be necessary to project information on the screen during the meeting.

h. Coordinate with General Services regarding the provision of materials for sanitizing the microphones, other surfaces, etc.

i. Contact the Chair or other individual who will be physically present to conduct the meeting.

11. If individuals will be participating by phone, a speaker phone with the appropriate directional microphone must be in place. A conference phone number must be reserved from ITS prior to the meeting and the information provided in advance to the individuals calling in. Individuals calling in should be contacted prior to the meeting to ensure that they understand the process, the need for speaking loudly into their phones, the necessity for muting their phones when they are not speaking, etc.

12. If the chair of the board/committee/agency will not be physically present for the meeting, the vice chair or another member who is physically present should conduct the meeting and be advised of the procedures. To ensure that all individuals have been heard, the chair should repeatedly and loudly ask if there are any other comments/questions. The chair should conduct a roll call for each vote and may want to conduct a roll call for comments to ensure everyone has the opportunity to speak without speaking over each other.

13. All individuals participating in hybrid remote public meetings should identify themselves each time they speak.

14. Individuals participating by phone will not have the benefit of visual presentations unless the meeting is one which is televised. Individuals participating by phone and those in attendance must keep in mind that there is a delay in the broadcast. The chair may need to account for this as he conducts the meeting.

15. Staff will monitor the assigned public comment email address and read public comment into the record at the appropriate time during the meeting.

16. Access to a hybrid remote public meeting will be provided through the doors off the courtyard into the Blake Library. The doors will be unlocked no more than half an hour before any scheduled meeting and remain open for up to one hour past the scheduled meeting start time. If the meeting is concluded in less than an hour, contact Marcel James 772-812-3682 so he can lock the doors. If Marcel is unavailable, contact John Kozey at 772-260-1369.