



## **USE OF COMMUNICATIONS MEDIA TECHNOLOGY FOR ALL PUBLIC MEETINGS**

Communications media technology has become a valuable and prevalent asset for the Lake~Sumter Metropolitan Planning Organization ("LSMPO") business meetings. For purposes of this document, communications media technology shall, at a minimum, provide the capability of two (2) way voice and video communication audible and visible to both those not physically present and to persons present at a LSMPO meeting. All virtual and partially virtual ("hybrid") LSMPO meetings are recorded, streamed for live viewing.

### **Board Member Participation**

LSMPO Board members may attend, participate, and vote at meetings through the use of communications media technology, as long as a quorum of Board members are physically present at the meeting (unless quorum requirements are waived by state or local officials), under the following circumstances:

- 1) When the Board member is away from the County attending to his/her official business.
- 2) When the Board member is confined to home or hospital due to illness or accident.
- 3) When the Board member's absence is due to a death or serious illness of an immediate family member.
- 4) When a pandemic or other declared state of emergency presents considerations that cause an undue burden for the Board member's attendance in person at a LSMPO Board meeting.
- 5) When extraordinary circumstances cause the Board member to be unable to attend the Board meeting in person. A request under this section requires approval by a majority vote of the other Board members who are physically present at the meeting.

Under sections 1 through 5 listed above, the absentee member shall provide notice to the Executive Director of his/her request to participate via communications media technology and the circumstances of the absence. The Executive Director shall provide this request to the Board members for their consideration.

Two (2) or more Board members may not be present at the same remote location.

## **Applicability to Committees and Subcommittees (“Committee”)**

This procedure shall be applicable to all LSMPO Committees that are otherwise subject to Florida’s Sunshine Laws and Regulations.

Committee members may attend, participate, and vote at meetings through the use of communication media technology, as long as a quorum of committee members are physically present at the meeting (unless quorum requirements are waived by state officials), under the following circumstances:

- 1) When the member is away from the County attending to his/her official business.
- 2) When the member is confined to home or hospital due to illness or accident.
- 3) When the member’s absence is due to a death or serious illness of an immediate family member.
- 4) When a pandemic or other declared state of emergency presents considerations that cause an undue burden for the member’s attendance in person at a meeting.
- 5) When extraordinary circumstances cause the member to be unable to attend the meeting in person. A request under this section requires approval by a majority vote of the other members who are physically present at the meeting.

Under sections 1 through 5 listed above, the absentee Committee member shall provide notice to the Executive Director of his/her request to participate via communication media technology and the circumstances of the absence. The Executive Director, or his delegate, will provide this request to the other Committee members for their consideration.

Two (2) or more Committee members may not be present at the same remote location.

## **Public Participation**

Members of the public who are not physically present at a LSMPO public meeting may participate in all LSMPO meetings using communications media technology as such may be readily usable by the LSMPO.

The LSMPO will comply with current guidelines for safe meetings from the Center for Disease Control (“CDC”) or Health Department. Members of the public may attend meetings in person in compliance with those guidelines or may otherwise view meetings online through the live broadcast.

Any person may request permission of the chairperson to speak to an item on the agenda by coming to the meeting in person or by calling 352-315-0170 or sending an email to [info@lakesumtermmpo.com](mailto:info@lakesumtermmpo.com) containing the speaker's full name, email address, phone number, and the agenda item to be discussed. Emailed requests should be submitted at least 24 hours in advance of the scheduled meeting or workshop. A link will be sent to those speakers and they will be allowed to address the Board (or Committee) virtually through the web application on meeting day. A three-minute time limit will be imposed for each speaker.

**Legal:**

Rule Section 2.04.6

F.S. 120

F.S. 286.011

F.S. 286.0114

F.S. 286.012