

SOUTHEAST FLORIDA TRANSPORTATION COUNCIL (“SEFTC”) USE OF COMMUNICATIONS MEDIA TECHNOLOGY FOR MEETINGS

Communications media technology has become a valuable and prevalent asset for conducting SEFTC 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 SEFTC meeting. All SEFTC meetings are recorded (audio only).

Voting Membership Participation

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

- 1) When the voting member is away from his/her home County (Miami-Dade, Palm Beach or Broward) or is otherwise unable to physically attend a SEFTC meeting due to his/her official business.
- 2) When the voting member is confined to home or hospital due to illness or accident.
- 3) When the voting 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 voting member’s attendance in person at a SEFTC meeting.
- 5) When extraordinary circumstances cause the voting member to be unable to attend the SEFTC meeting in person. A request under this section requires approval by a majority vote of the other voting members who are physically present at the meeting.

Under sections 1 through 5 listed above, the absentee member shall provide notice to the meeting host’s 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 SEFTC voting members for their consideration.

Two (2) SEFTC voting members may not be present at the same remote location.

Applicability to Committees and Subcommittee (“Committee”)

This procedure shall be applicable to all SEFTC 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 his/her home County (Miami-Dade, Palm Beach or Broward) or is otherwise unable to physically attend the meeting due 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 meeting host's 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) Committee members may not be present at the same remote location.

Public Participation

Members of the public who are not physically present at a SEFTC meeting may participate in all SEFTC meetings using communications media technology as such may be readily useable by the host MPO. Unless specifically modified by this section, public participation is governed by applicable Florida law.

SEFTC 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 sending an email to the host MPO's Executive Director containing the speaker's full name, email address, phone number, and the agenda item to be discussed. Emailed requests will be accepted up to two (2) hours before the scheduled meeting or workshop. A link will be sent to those speakers and they will be allowed to address the SEFTC meeting (or Committee) virtually through the Zoom web application on meeting day. A three-minute time limit will be imposed for each speaker.

Legal:

F.S. 120

F.S. 286.011

F.S. 286.0114

F.S. 286.012