

**CITY OF CAPE CANAVERAL**  
**ATTENTION: TEMPORARY VIRTUAL PUBLIC MEETING AND COMMENT INSTRUCTIONS**  
**IN LIGHT OF COVID-19 EMERGENCY**

Due to the COVID-19 Pandemic Emergency, attendance at City Hall public meetings is limited in an effort to comply with Federal and State public health and safety directives to keep our citizens, City officials and employees safe. Under these conditions, the City of Cape Canaveral is committed to providing alternative platforms for citizens to virtually attend scheduled public meetings and have an opportunity to submit public comments in an efficient, orderly and safe manner. As a result, the City of Cape Canaveral is temporarily utilizing virtual Communications Media Technology (CMT) for City Council and other board meetings.

**INSTRUCTIONS FOR VIRTUAL MEETING ATTENDANCE AND AGENDA ACCESS**

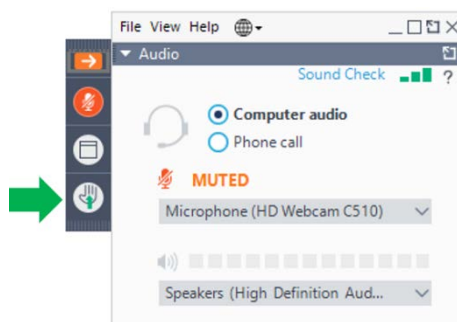
The City of Cape Canaveral’s temporary CMT meeting platform is GoToWebinar. Videoconferencing and teleconferencing will be used to virtually connect the following meeting participants: City Staff, City Attorney, City Consultants and Applicant(s), if any, for purposes of conducting public meetings. With the expiration of the Governor’s Executive Order No. 20-69, a physical quorum is again required as of November 1, 2020. Provided a physical quorum is present, some City Council Members and/or Board Members may participate virtually, in accordance with §120.54(5)(b)(2), F.S.

The public may virtually attend the meeting live by viewing and listening to the meeting by accessing the meeting at an Internet address and/or phone number/access code listed at the top of each respective meeting agenda and on the City website’s Community Events Calendar available at: [cityofcapecanaveral.org/calendar.php](http://cityofcapecanaveral.org/calendar.php).

To obtain a copy of the Council or board meeting agenda, interested persons should go to the City’s online Public Records/Laserfiche WebLink and search for the specific board and agenda package at: [cityofcapecanaveral.org/publicrecords](http://cityofcapecanaveral.org/publicrecords)

**PARTICIPATION OPPORTUNITIES DURING MEETINGS VIA GOTOWEBINAR (GTW) PLATFORM**

There will be appropriate times during GoToWebinar hosted meetings when the chairperson or designee of the meeting will invite live public comment during the public participation portion of the meeting and for specific agenda items. You must be properly logged into the live GoToWebinar meeting on your computer or electronic device and have a functioning microphone to participate live. When these invitations are announced by the chairperson or designee at the meeting, citizens may virtually raise their hand (see the green arrow) to speak by pressing the hand feature on the GoToWebinar screen in timely manner so as to be recognized by the GTW Meeting Organizer.



When the speaker is recognized by the GTW Meeting Organizer, their audio microphone will be unmuted to address the Council or Board Members. Speakers must clearly state their names and residence for the record and then provide comments within three (3) minutes. Public comments must be relevant to the agenda item being considered at that time. Irrelevant and repetitive comments will be deemed out-of-order and will not be heard. At the conclusion of a citizen’s public comment opportunity, the audio will be muted so the Council or Board may continue conducting the meeting.

Public comments are limited to three (3) minutes. The comments will be heard at the meeting and summarized into the record. Public comments are subject to City meeting rules of decorum. The speaker's activated audio may be muted by the City for violating the time limit or rules of decorum. Please also note that the time allocated to each person for public comment is subject to the discretion of the Council or Board and may be reduced from three (3) minutes based on the number of speakers or comments received or previous comments made by the speaker.

### **PUBLIC COMMENT AND PUBLIC PARTICIPATION INSTRUCTIONS**

Public comments in the form of email or written correspondence (either mailed or hand-delivered) will be accepted no later than 24 hours ahead of a scheduled Workshop or Regular Meeting. Public comments in the form of email or written correspondence will be accepted within a reasonable amount of time prior to Special City Council Meetings. Emails and correspondence will not be read into the record at the public meetings. However, emails and correspondence will be forwarded to the City Council and/or Advisory Board Members prior to 12 Noon the day of the scheduled meeting for their review.

§286.0114, F.S. affords the public a reasonable opportunity to be heard during public City Council and Advisory Board Meetings. In light of challenges posed to hosting traditional public gatherings due to the COVID-19 Pandemic Emergency, Staff is continually working to develop efficient methods to ensure an accessible range of opportunities for public participation. We appreciate your patience as we work to implement these improvements, and ask that any questions or concerns regarding Public Participation and Public Comments be directed to the City Clerk's Office at [cityclerk@cityofcapecanaveral.org](mailto:cityclerk@cityofcapecanaveral.org) or by phone at (321) 868-1220.

### **ACCESSIBILITY STATEMENT**

The City broadcasts all City Meetings via its website through a third-party provider that enables live captioning. However, in accordance with the Americans with Disabilities Act of 1990, persons needing additional special accommodation to participate in this meeting may contact the City Clerk's Office at (321) 868-1220 no later than one (1) business day prior to the meeting.

### **MISCELLANEOUS**

The rules established herein are intended to provide a general framework for the conduct of public CMT meetings as authorized pursuant to the Governor's Executive Order No. 20-52. The City of Cape Canaveral reserves the right to modify, amend, or discontinue these temporary procedures for public comments, with or without notice, in order to ensure compliance with applicable laws, rules and regulations; to overcome technical or logistical difficulties or practical challenges in implementing public meetings via CMT; or to ensure the public health, safety and welfare of the public.

Thank you for your patience and understanding during this very challenging time. For more information about these temporary procedures or public meetings, please contact the City Clerk.

Rev. 12/07/2020