

**BROWARD METROPOLITAN PLANNING ORGANIZATION
PROCEDURES FOR BOARD / COMMITTEE MEMBERS AND STAFF
FOR
VIRTUAL PUBLIC MEETINGS**

1. **List of Participants.** It is important to have a designated list of participants/panelists for the virtual public meeting. Prior to the meeting, Board / Committee Members should advise MPO Staff whether they will be attending the virtual meeting. No later than one hour prior to the virtual meeting, MPO Staff shall provide the Board/Committee Chair with a list of MPO Board / Committee Members and Staff that are anticipated to participate in the virtual meeting.

2. **Procedure for Joining the Virtual Meeting.** Board / Committee Members and Staff may join the virtual meeting via the registration link. This link can be found at the top of the meeting agenda <http://www.browardmpo.org/index.php/agendas-minutes>, on the MPO calendar <http://www.browardmpo.org/calendar>, via email, and/or the MPO's social media platforms.

When registering, enter your full name (first and last) so that members can be accounted for. After you register, you will receive a confirmation email with your personalized URL link to join the meeting. **Note: This link should not be shared with others; it is unique to you.**

For seamless interaction in the meeting, download the Zoom client <https://zoom.us/download>

Upon joining the meeting, all participants will enter as an attendee and be automatically muted upon entering the meeting. MPO staff will find your name on the attendee list and assign you as a panelist. Zoom will close and re-open in the panelist view. This will open the mic/camera capabilities.

Please mute your microphone unless speaking.

Should you need to use a phone instead of the computer for microphone/audio:

Once the meeting has started and *you have been assigned as a panelist by MPO staff*, in the bottom left corner of the tool bar is an up-arrow next to the microphone icon. There, you can select 'Switch to Phone Audio' and a white pop-up will appear. Dial one of the listed numbers to join the Zoom phone system. Enter the Meeting ID and press #. Then enter the Participant ID and press #.

***Note: if you do not add your Participant ID, you will be automatically set as an attendee and will not be able to speak. If you have forgotten to add your Participant ID, hang up and try again.*

Once you call or log into the meeting, please MUTE your microphone on your phone or computer. For those using a phone to call in, dial *6 to mute/unmute your device.

It is preferred that you use video during the meeting. If you are utilizing video to appear at the meeting, please ensure your computer video is accessible, and that you are in a location that you can be clearly seen. Please make sure you are in a place with minimal background noise so you can hear the meeting.

The meeting will be recorded and minutes will be taken, so it is important to mute your microphone and minimize background noise.

3. **Procedure for Discussing Agenda Items and Providing Comments.** To ensure a smooth meeting, it is important that the Chair control who can speak at any one time. **PLEASE DO NOT UNMUTE YOUR MICROPHONE UNTIL THE CHAIR RECOGNIZES YOU TO SPEAK.** Therefore, Board Members and Staff shall follow the following procedures when providing comment during the virtual meeting:

- If you logged into the meeting via the website/Zoom, please select “RAISE HAND” option to indicate you wish to speak. If you phoned into the meeting, dial *9 to raise your hand to indicate you wish to speak.
- When the Chair recognizes you, please state your name for the record before you make your comments.

4. **Procedures for Motions and Voting.** In order to ensure an orderly meeting, the Chair will ask for a motion on the agenda item once the Chair has concluded hearing from all Board / Committee Members and public who wish to speak on an item.

In a virtual meeting, in order keep individuals from speaking over each other, board/committee members must raise their virtual hand via Zoom’s “raise hand” button. This button can be found by first selecting the Participants icon on the Zoom toolbar, which will pull up a white column the lists all the participants currently in the meeting. In the bottom right hand corner of this column is the “Raise Hand” button. For those calling in, dial *9 to indicate a raised hand.

The first two to click their “raise hand” button are the ones that have made the motion and second. The Chair would state the names that are listed first and second on the participant list that have raised their hand. Then all members will be asked to lower their virtual hands.

Next the Chair would have to request to use unanimous consent. If there are any opposed, they would need to raise their virtual hand. If someone does raise their hand, and the chair confirms that they do oppose and the hand was not risen by accident, this will trigger a roll call vote.

The roll call vote will be done in order by districts then agencies. It will be taken by Boards Coordinator and/or Attorney. When the board/committee member’s name is called, they must unmute their microphone and state their vote. The member should respond with either “Aye” meaning you support the motion, or “No” meaning you do not support the motion. Finally, the tally would be counted and announced to the board/committee if the motion passed/failed and the vote count.

The Chair will then move on to the next agenda item and continue the meeting.

5. **Public Comment.** As posted on each agenda, any public comments that will be read by the Chair at the upcoming board/committee meeting must be submitted to info@browardmpo.org at least 24 hours prior to the start of the meeting. These comments are reviewed by MPO staff then given to the Chair one hour prior to the meeting. During the public comment section of the meeting, the Chair can choose to either read aloud the received comment, or if the commenter is in the attendees/audience, allow them to read their emailed comment. Commenters must state their name and the organization they represent for the record.

This e-mail must be sent a minimum of 24 hours prior to the board/committee meeting, allowing staff the opportunity to prepare thoughtful responses. Please note that while the Public can still ask a questions at the meeting, staff will provide a response after the meeting and include that response as part of correspondence in the next agenda.