

**INDIAN TRAIL IMPROVEMENT DISTRICT  
BOARD OF SUPERVISORS  
RULES OF PROCEDURE FOR CONDUCT OF MEETINGS  
USING COMMUNICATIONS MEDIA TECHNOLOGY (CMT)  
DURING THE COVID-19 EMERGENCY**

1. **AUTHORITY.** Chapters 189, 286 & 298, F.S.; Ch. 2002-330, LOF; Florida Attorney General Opinion (AGO) 2020-03; Governor’s Executive Order 2020-69 (Emergency Management — COVID-19 — Local Government Public Meetings); sec. 120.54(5)(b)2, F.S.; Chapter 28-109, F.A.C.; and other applicable provisions of Florida law.
2. **PURPOSE.** These Rules of Procedure (“COVID-19 Rules”) are intended to guide the conduct of District Board of Supervisors Meetings, including public access and participation, during the COVID-19 Public Health Emergency (“Emergency”). They are intended to assure that necessary requirements for public meetings are met when a quorum of the Board is not physically present at a fixed location.
3. **AUTHORIZATION TO USE CMT TO CONDUCT BOARD MEETINGS.**
  - a. During the term of the Emergency, Board Meetings may be held using Communications Media Technology (“CMT”), as defined in Chapter 28-109, F.A.C., as provided defined herein. The specific CMT to be used will be ZOOM, a cloud-based video conference tool, which may be accessed on the Internet at [www.zoom.us](http://www.zoom.us). Participation in a Zoom video conference is free to the Public.
  - b. The Executive Director is hereby authorized to acquire rights via subscription or otherwise for the District to utilize Zoom as the platform for video meetings, and to take such other actions as necessary to facilitate use of CMT to conduct meetings during the COVID-19 Emergency, consistent with these COVID-19 Rules, District Policy and applicable Florida law.
4. **APPLICABLE RULES OF PROCEDURE.**
  - a. These COVID-19 Rules shall supplement the adopted Rules of Procedure for the Board of Supervisors, as updated, (“Rules of Procedure”), which shall remain in full force and effect except as may be expressly modified herein.
  - b. **Rule 5 (President as Presiding Officer).** As Presiding Officer of a Meeting, the President shall serve as “Host” of a Zoom Meeting.

- c. **Rule 7 (Quorum)** is hereby modified to provide that, pursuant to Executive Order 2020-69, a quorum of the Board of Supervisors is not required to be physically present at a defined location during the term of the COVID-19 Emergency. A quorum of the Board of Supervisors shall continuously attend the Zoom Meeting. “Attendance” shall mean being logged in to the Zoom Meeting.
  
- d. **Rule 8 (Order of Business)**. Upon joining the Zoom Meeting, all attendees will be muted. The President/Host will “unmute” attendees as follows:
  - i. Board Members, Staff and Professional Consultants shall constitute the Board’s “Virtual Dais. The Virtual Dais will be unmuted by the President/Host as each participant joins the Zoom Meeting.
  - ii. Upon joining the Zoom Meeting, members of the Public shall remain “muted” until the Agenda indicates Public Comment is appropriate.
  
- e. **Rule 9 (Rules of Debate)** for Board Members shall remain unchanged. To be recognized to speak, Board Members shall preface their request with “Through the Chair”.
  
- f. **Rule 12 (Addressing the Board of Supervisors; Public Participation in a Zoom Meeting)**.
  - i. If a member of the Public attending the Zoom Meeting wishes to speak, they may click the “Raise Hand” button provided by Zoom. This will alert the President/Host of the request, who will unmute the speaker when public comment is appropriate.
  - ii. Unless additional time is allotted by the President/Host, Speakers will have a maximum of three (3) minutes to comment, at the end of which period the President/Host will resume the Speaker’s “mute”. District In the absence of Comment Cards, Staff will record a summary of each Speaker’s comments for the Official Record.
  - iii. Zoom provides opportunities for Speakers to submit information supporting their position. District Staff are directed to provide reasonable assistance as necessary to facilitate Public participation in a Zoom Meeting. The Executive Director shall designate a member of the Staff as contact to answer questions from the Public regarding conduct of a Zoom Meeting.
  - iv. Consistent with the Americans with Disabilities Act (ADA), the Executive Director shall, upon the submittal of timely requests in advance of a Board meeting, make reasonable accommodations available to any person expressing such

need. Notice of the availability of such service shall be included in any published Notice of the Meeting.

- v. Any evidence, testimony, and argument which is offered utilizing CMT shall be afforded equal consideration as if it were offered in person, and shall be subject to the same objections.

5. **GOVERNMENT IN THE SUNSHINE.** No proceeding otherwise subject to Section 286.011, F.S., shall be conducted exclusively by means of CMT if the available technology is insufficient to permit all interested persons to attend. If during the course of a CMT proceeding technical problems develop with the communications network that prevent interested persons from attending, the President/Host shall suspend or terminate the proceeding, as appropriate, until the problems have been corrected.

6. **TERMINATION OF COVID-19 RULES.** These COVID-19 Rules shall terminate upon expiration or termination of the Governor's Executive Order 2020-69 (Emergency Management — COVID-19 — Local Government Public Meetings).

7. **EFFECTIVE DATE.** These COVID-19 Rules shall take effect immediately upon adoption this 6<sup>th</sup> Day of April 2020.