

ZOOM WEB-BASED VIRTUAL CITY MEETING PROCEDURE

Remote viewing of live-streamed meetings. Meetings of the City Commission, Planning Board, Environmental Review and Preservation Board, and the Historic Preservation Board allow public participation at appropriate times during their meetings. If the item under review is a quasi-judicial matter, participation on Zoom is limited to those whose live image appears on the Zoom screen and who take an oath or affirm that their testimony will be the truth. Some boards and most public meetings of City Staff allow the public to view the meetings in real time but do not provide for participation.

Live Remote Public Comment Process. The public may submit Live Remote Public Comments at certain public meetings. The person wishing to submit a live remote public comment through the Zoom platform when meetings are taking place in the Commission Chambers will appear live on the TV screens in Commission Chambers as well on the computer screen of the other participants, including members of the applicable board, committee, or commission during the meeting. All meetings that provide for participation on Zoom limit the amount of time for public comments or testimony to three (3) minutes.

Zoom viewing & participation. If you wish to participate in a meeting using Zoom, you will need to download the Zoom program by going to Zoom.us and in the top banner you will need to click on the box that states: SIGN UP, IT'S FREE. When signing up you need to add your real name. The opening signup page has a column in the far left titled "PERSONAL" and below, the first work is "Profile". Tick the word "Profile" and to the right is a place to add your real name. If you did not provide your real name in the user profile when you originally signed up, you will need to sign-in and go to the menu on the left side and tick the word "Profile" and to the right is a place to add or edit your real name. If you fail to add your real name you may not be called upon to speak depending on the circumstances. During the meeting, you may need to change the screen from "full screen" to "gallery" or "speaker view". To do this, wave your mouse in the upper righthand corner of your screen and you will see the options We thank you for participating in this meeting and ask you to please wait patiently for your turn to speak. If you wish to be part of the scheduled Zoom meeting, please join the meeting by clicking on the following URL link: <https://zoom.us/j/3056636338> or dialing: +1-786-635-1003 and entering Meeting ID: 3056636338.

Testing Zoom Connection. You can test your connection to Zoom by clicking on the following link: <http://zoom.us/test>. Please make sure that your computer has a working speaker, microphone and, preferably, a working webcam so that you can hear and be heard, see, and be seen on the City Hall monitors and by the other Zoom participants in the live streaming of the meeting. Some computers and/or smartphones have both features. Should it be impossible or undesirable for you to attend virtually by computer or smartphone, you may participate in the meeting by telephone by dialing: +1-786-635-1003 and entering Meeting ID: 3056636338, and the participant's ID which is the same number (3056636338), or if there is enough room at City Hall, join the meeting using the system set up at City Hall. This notice of the meeting is posted at City Hall and also at <http://www.southmiamifl.gov/580/Public-Meetings-Notices>. If the meeting is held in the Commission Chambers at City Hall during the Covid-19 pandemic, seating is limited. If you do not have access to a computer or the internet, you should reserve a seat in the Commission Chambers by calling the City Clerk. If you want to testify at a quasi-judicial hearing remotely and you do not have the ability to live stream your image on the Zoom screen you can still participate and be sworn in by contacting the City

Clerk, the day before the meeting, and providing certain identifying documents and information. You may need to change your device name to your real name so that it shows up on the Zoom screen to identify you as the person who has supplied the Clerk with the identifying documents and information.

Muting. Each virtual participant in the Zoom virtual meeting will be automatically muted upon joining the meeting and only the Chair (Host) or Co-host may invite you to unmute yourself. Members of the public who wish to speak will be allowed to do so at the appropriate time and during the appropriate meeting. Whether you are on Zoom using a computer or a phone, if you mute yourself for privacy reasons or if you are muted automatically upon entering the meeting, the person chairing the meeting, will send you a message on your Zoom screen or on your telephone asking you to unmute yourself.

If using a **phone** and if you want to unmute yourself: Enter star/asterisk (*) on the phone keyboard, followed by the number six (6). To mute yourself, do the same thing (enter *, then 6).

If using **Zoom** and if you want to unmute yourself: Put your mouse pointer in the upper righthand corner of the small screen and you will see the word “Unmute”. Click on that word to unmute yourself after being invited to do so.

It may take a few seconds for it to work. If it does not, you may be asked to do it a second time to unmute your phone. The Chair will wait 5 seconds and if you are not unmuted, the Chair may take your “virtual hand” down and go to the next person in line.

Participation. If you intend to participate by speaking at public remarks or at a public hearing through Zoom, you must activate the “Participants” by waving your mouse at the bottom of the screen to reveal the controls and clicking the icon that is labeled “Participants”. This will open a column, which normally appears to the far right of the screen, where you will see the names of all the participants.

Raising a Virtual Hand. When on the Zoom platform, if you wish to speak at public remarks or during a public hearing you must raise your “virtual hand”, BUT ONLY WHEN CALLED UPON TO RAISE YOUR “VIRTUAL HAND”. If you are asked to take your “virtual hand” down, you must do so or the host of the meeting, the Mayor or the Chair, may prevent you from further participation. If you are disruptive, you may be permanently removed from that meeting. When you raise your “virtual hand” in a Zoom meeting at the appropriate time indicate your interest in speaking to the Chair, the Chair will see it and, at the appropriate time, invite you to unmute yourself. When the Chair requests that you put your “virtual hand” down, you must do so, otherwise the Chair may not call upon you to speak for the remainder of the meeting and if you continue to disrupt the meeting you may be permanently removed from this meeting.

Locating the Virtual Hand. The “virtual hand” is found in the “Reactions” menu. You can find it at the bottom of the Zoom screen by waving your mouse pointer at the bottom of the Zoom screen to reveal the “Reaction” choice. Put your mouse pointer over that word “Reactions” and it will reveal a menu with a virtual hand and the words “Raise Hand”. If you do not see the Reaction menu you may need to expand your screen by putting the mouse pointer at the left or right edge of the Zoom screen and you will see a line with two arrows facing in opposite directions, one arrow pointing to the left and one to the right. When you see that line with the two arrows, left click your mouse and hold it down while dragging the mouse pointer on the Zoom screen farther to one side until it reveals the “Reactions” button at the bottom of the

Zoom screen. Click on the hand icon or the words "Raise Hand" to raise your "Virtual Hand". Some Zoom users may still have a virtual hand or the words "raise hand", or similar words, in the lower righthand corner of the participant column or, if not, there may be three dots in the lower righthand corner of the Participant column. If there are three dots put your mouse pointer on the three dots and it will reveal a menu which should include the words "Raise Hand" or similar words. Click on those words to raise your "virtual hand".