

**CITY OF PARKLAND**  
**EMERGENCY ORDER NO. 2020-03**  
**USE OF COMMUNICATIONS MEDIA TECHNOLOGY**  
**FOR PUBLIC MEETINGS DURING DECLARED PUBLIC HEALTH EMERGENCY**

**WHEREAS**, on March 1, 2020, Governor DeSantis issued Executive Order 20-51, directing the Florida Department of Health to issue a Public Health Emergency; and

**WHEREAS**, on March 9, 2020, Governor DeSantis issued Executive Order 20-52, declaring a State of Emergency in the State of Florida due to Novel Coronavirus Disease 2019 (“COVID-19”); and

**WHEREAS**, on March 13, 2020, the Mayor issued a Declaration of local emergency, which was extended by the City Commission on March 18, 2020; and

**WHEREAS**, the City Commission adopted Resolution 2020-015 authorizing the City Manager to make provisions for electronic attendance at public meetings during a declared public health emergency; and

**WHEREAS**, on March 20, 2020, Governor DeSantis issued Executive Order 20-69, “Emergency Management - COVID-19 Local Government Public Meetings” specifically authorizing electronic attendance at public meetings during the emergency; and

**WHEREAS**, Executive Order 20-69 suspends any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place, and authorizes a local government body to hold public meetings through the use of communications media technology, subject to the adoption of rules pursuant to Section 120.54(5)(b)2, Florida Statutes.

**NOW, THEREFORE**, I, Nancy Morando, as the City Manager of the City of Parkland, Florida, pursuant to my emergency authority under Section 2-101 of the City Code, the Declaration of Emergency issued by the Governor, Chapter 252, Florida Statutes, the State of Local Emergency extended by the City Commission, and Resolution No. 2020-016 declare:

**Section 1.** This Emergency Order is supplemental and in addition to the Executive Orders issued by the Governor, including but not limited to Executive Orders 20-51, 20-52 and 20-69, which are hereby adopted and incorporated herein, and the Broward County and City of Parkland (City) Emergency Orders adopted to date.

**Section 2.** In accordance with Executive Order 20-69 and City Resolution 2020-016, I hereby order the implementation of the following rules of procedure for public meetings utilizing communications media technology:

- A. *Communications Media Technology.* As used in these rules, “communications media technology” means the electronic transmission of printed matter, audio, full-motion video, freeze-frame video, compressed video, and digital video by any method available.
- B. *Notice of Meeting – Public Access.* Prior to the commencement of any City public meeting utilizing communications media technology, the City shall post notice of the meeting in a manner consistent with Section 286.011, Florida Statutes. The notice shall include instructions on how to access the

public meeting by telephone, video conference, or other communications media technology utilized by the City.

- C. *Public Comment.* If a matter on the agenda requires the opportunity for public comment, the notice of the meeting shall also include instructions regarding how and when members of the public may submit comments or questions, to be acknowledged or read at the public meeting, which instructions may include a call in number to provide comments during the time the particular matter is opened to the public for discussion or other means of public participation provided for the meeting. Public comment shall be subject to the City's decorum policies and may be limited as to duration.
- D. *Compliance and Minutes.* The City Clerk shall ensure that the public meeting complies with all requirements of Section 286.011, Florida Statutes, that have not otherwise been suspended or waived pursuant to Executive Order 20-69, including the taking of minutes and making minutes open to the public for inspection.
- E. *Quorum.* At least three members of the City Commission (or a majority of any board for other public meetings) must participate in the public meeting. However, physical presence in the meeting chambers is not required and remote participation in compliance with these rules shall count towards the quorum.
- F. *Special Assistance Requests.* Persons who need special assistance from the City to enable them to participate in a public meeting utilizing communications media technology should contact the City Clerk's Office at 954-757-4132 or email [cityclerk@cityofparkland.org](mailto:cityclerk@cityofparkland.org) at least 48 hours prior to the meeting and the City will attempt to make reasonable accommodations.
- G. *Conflicts.* To the extent that this Order is in conflict with Commission's adopted Rules of Procedure, this Order shall prevail.

**Section 3.** The appropriate City staff are authorized to take the necessary actions to carry out the aims of this Emergency Order for use of communications media technology. The City Clerk shall cause this Order to be posted at the entrance to City Hall and on the City website, and a written notice shall be issued to the local news media for dissemination.

**Section 4.** This Order shall take effect immediately upon execution and shall remain in effect until the expiration of the Governor's Declaration of State of Emergency Order No. 20-52 (as provided in Executive Order No. 20-69).

ORDERED at 9:30 AM this 6<sup>th</sup> day of April 2020.

By:   
NANCY MORANDO, City Manager

ATTEST:

