



*City of Florence*  
**A City in Motion**

# City of Florence

## Temporary COVID-19 Public Meeting Procedures

Given executive orders from Governor Brown concerning COVID-19 and social spacing requirements, the City of Florence has established temporary updated procedures for public meetings in order to protect our volunteers, public and staff.

The new updated public meeting procedures, as outlined below, shall become effective when approved by the public body, and shall remain in effect until action to discontinue use is completed by each public body. Where applicable, these procedures shall supersede any prior meeting procedures including the City Council Rules of Procedure, the Committee and Commission Policy Manual, and the Florence Urban Renewal Agency Bylaws.

### COVID-19 Public Meeting Procedures

1. Meetings to be Held: When possible, only city meetings that are deemed mandatory based on timelines established in state law, the City of Florence charter, or City of Florence ordinance shall be held. All other meetings or agenda items shall be postponed.

Mandatory Meeting Requirements: In order to comply with social spacing recommendations, the public will be encouraged to not attend public meetings in person, and in particular to stay home if they are sick or showing symptoms. In order to continue to provide an opportunity for public viewing / participation, all public meetings required to be held shall conform to the following updated requirements.

2. Live Streaming: All mandatory City meetings shall be streamed live on Cable Channel 191 and online through a link available on the City's website. For access to this link, visit the meetings website through the City of Florence website calendar located online at [www.ci.florence.or.us/calendar](http://www.ci.florence.or.us/calendar).
3. Public Observation: Although **it is strongly encouraged that people not attend the meeting in person**, the opportunity will exist to observe the meeting at a designated location. However, to protect safety and ensure social spacing, limits to audience members will be implemented. Please note, that in person meeting attendance will be subject to applicable regulations in place at the time of the meeting and are subject to change.
4. Meeting Materials: All meeting materials shall be provided to the public in advance of the meeting via the following schedule:
  - a. The agenda and majority of meeting materials, including presentation materials, shall be distributed to members of the public body and the public at least 3 days in advance of the meeting date through the City's email distribution lists. To subscribe to the email distribution list, visit the City's website at [www.ci.florence.or.us/newsletter/subscriptions](http://www.ci.florence.or.us/newsletter/subscriptions). Printed copies of materials may also be requested in advance of the meeting, subject to the City's Public Records Request policies.

- b. Any additional materials received after the initial meeting materials are distributed, including any written public comments received, shall be distributed to members of the public body one hour prior to the meeting's start time, and shall be posted on the meeting website.
  - c. Any additional materials to be distributed after this time shall be verbally identified, placed into the record, and distributed to the public body at the meeting as technology and circumstances allow.
5. Public Body Participation: All members of the public body shall participate in the meeting through live streaming and conference call or other teleconference tools, unless they can show reason why they cannot meaningfully participate in this manner. Members of the public body that do not wish to participate in the meeting through virtual means shall request the ability to participate in the meeting in person in consultation with the public body's presiding officer and the City Recorder's Office. To ensure the meeting is understandable, during the meeting, all speakers shall identify themselves prior to speaking, and shall do so prior to making or seconding motions. In addition, all votes shall occur via roll call vote.
6. Meeting Management: Meeting management tasks including identifying speakers, clarifying decisions, and managing conference call / video conferencing lines shall be delegated to the City Recorder's Office or other applicable staff.
7. Agenda Updates & Public Participation:
- a. General Agenda Notes: All agendas shall be updated to delineate the new public meeting procedures in this policy and shall note that members of the public shall not attend meetings if they are sick or presenting symptoms.
  - b. Presentations, Proclamations & Ceremonial Items: The public meeting shall not include any presentations, proclamations, or ceremonial items. Such items shall be canceled, postponed, or presented in a manner separate from the public meeting.
  - c. Public Comment on Items not on the Agenda: Meetings shall not allow for general public comments. All parties interested in providing general public comments will have the opportunity to do so in written form, outside of a meeting, in the manner dictated for each individual public body.
  - d. Public Hearing Items: Public Hearings shall only be held if required by state law, the City of Florence Charter, or City of Florence Code. Should a public hearing be required, the following methods for public comment shall be adhered to:
    - i. Written Testimony: It is **strongly encouraged that interested parties and provide testimony in writing** prior to the meeting and abstain from attending the meeting in person. Written testimony submitted at least two hours prior to the meeting start time will be provided to the public body in advance of the meeting. Testimony can be provided in the manner dictated for each individual public body.
    - ii. Conference Call: Should it be necessary to provide verbal testimony; it is recommended that interested parties participate via an established city conference call line. Parties interested in participating in this manner shall contact the City Recorder's Office or other applicable staff at least two hours prior to the meeting start time with their name, address, and phone number they will be calling from.

- iii. Participate in Person: Although it is **strongly encouraged that people not attend the meeting in person**, the opportunity will still exist to participate in the meeting at a designated meeting location. The method of this participation may include in person public testimony, access to a phone to call into meeting conference call line, or other available public testimony method as allowed by Oregon State Public Meetings law. Please note, that in person meeting attendance will be subject to applicable regulations in place at the time of the meeting and are subject to change.
- e. Action Items:
  - i. Consent Agenda: In order to expedite business, mandatory public meetings shall establish a consent agenda for action items that can be approved by a single motion and vote. Wherever possible and appropriate, as determined by the presiding officer, action items shall be moved to the consent agenda. Any item on the consent agenda may be removed for separate consideration by any member of the public body.
  - ii. Public Comments on Action Items: Public bodies shall not provide for verbal public comments for action items. All parties interested in providing public comments on action items may do so in written form. Written comments submitted at least two hours prior to the meeting start time will be provided to the public body in advance of the meeting. Comments can be provided in the manner dictated for each individual public body.
- f. Report Items: Report items may be included in the meeting materials for informational purposes, but shall not incur a presentation. However, the public body may ask questions on report items included in materials as appropriate.

For questions on this policy, specific requirements for each public body, how to observe or participate in a public meeting, how to submit public comments, or other questions, please contact the City Recorder's Office at 541-997-3437, or via email to [kelli.weese@ci.florence.or.us](mailto:kelli.weese@ci.florence.or.us).