

Virtual Council Meeting Procedures/Instructions

Platform



The city of North Miami will use the GoToWebinar video conference platform for a virtual emergency Council meeting. In accordance with the City's Charter, the Mayor will run the meeting with technical assistance from the Information Technology Department.

The City will air this meeting through Livestream, accessible on our website at: <https://www.northmiamifl.gov/404/NoMi-TV-Online> or <https://livestream.com/cityofnorthmiami>. In addition, residents will be able to submit public comments via telephone or email prior to the meeting. Users with computers, tablets, or smart phones will be able to join the meeting by downloading the GoToWebinar application. All residents will be able to view the meeting by tuning in to NOMITV on Channel 77 (Comcast) or Channel 99 (AT&T) or at the links mentioned above.

GoToWebinar Application Download

You can download GoToWebinar on any PC or MAC by visiting: <https://support.goto.com/webinar/help/download-now-g2w010002> and click on Download.

Apple users (iPhone, iPad) users can download the application from iTunes (App Store) at: <https://itunes.apple.com/us/app/gotowebinar/id898947872?mt=8>

Android/Google users can download the application from the Google Play store at: <https://play.google.com/store/apps/details?id=com.logmein.gotowebinar>

Meeting Notice / GoToWebinar Registration

The city of North Miami will send notice of virtual meetings in the same manner as all other Council Meetings and will publish the GoToWebinar registration links along with instructions as part of the agenda. Additionally, the notice will include an email address and phone numbers along with instructions on providing comments ahead of the meeting for those without computers or smart devices access. A link to register for the Virtual Council Meeting will also be provided. Please note no registration is needed to view the meeting if you tune in to the channel at the noticed time for a live feed of the meeting.

Attendees joining via computer/smart device can refer to instructions below on how to join the webinar.

<https://support.goto.com/webinar/how-to-join-attendees>

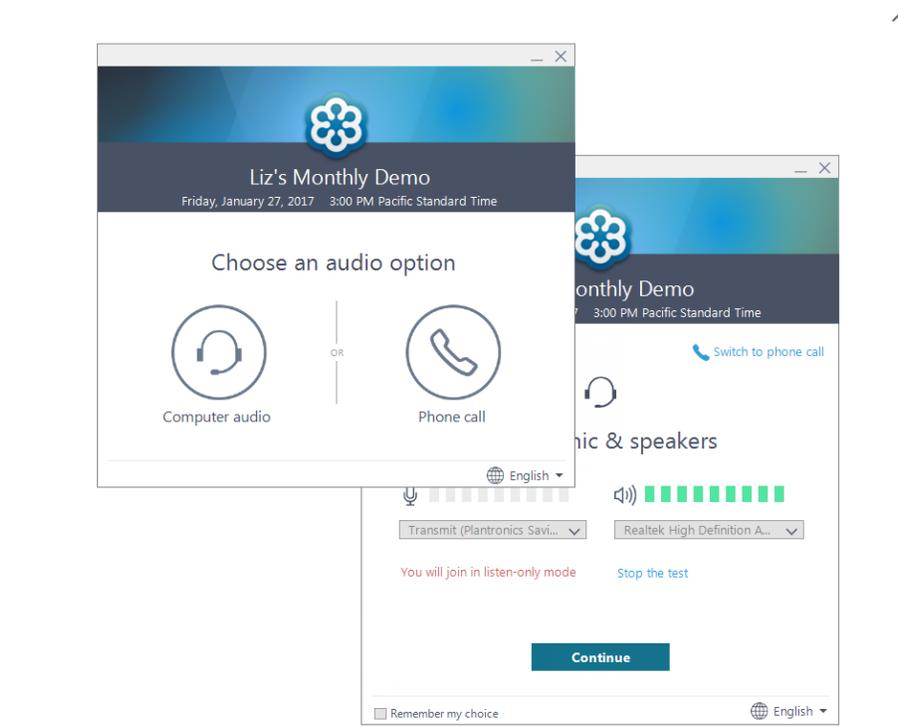
Public Comments - no internet or computer access

The public may comment by submitting their comment ahead of the meeting via telephone at 305-895-9803, or by sending an email to publiccomment@northmiamifl.gov. Please be sure to state your full name and address in your email or voicemail for your comment to be read.

Comments submitted by members of the public by phone or email will be read by staff into the record during the meeting as long as they provide the comments by the deadline, 4 hours prior to the

scheduled meeting time. Comments received after the deadline will be kept for the record, but will not be read during the meeting. If you have comments for more than one item in the agenda please state which item you are commenting on and you may leave more than one voicemail. You are limited to 3 minutes per item you want to comment on.

Real-time participation using GoToWebinar Application



Please refer to the GoToWebinar Attendee Quick Tip video (1 minute) by going to: <https://youtu.be/oD3jaxQTcuQ>

A more detailed Attendee Quick Start Video Guide (4 minute) is available by going to: <https://youtu.be/wUSPgg6Qngc>

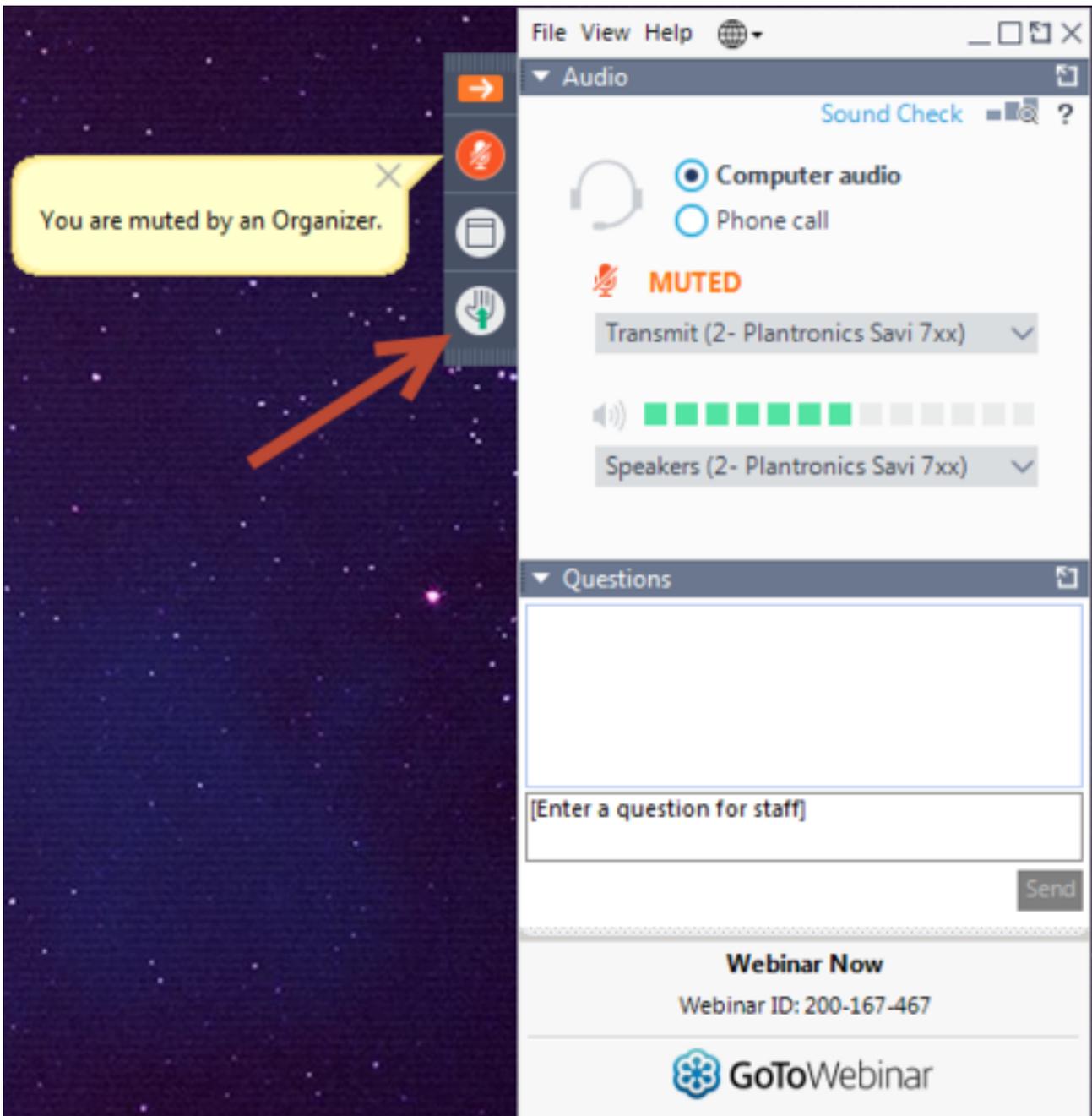
When you join the webinar (Virtual Council Meeting) via the invitation link you receive after registering for the Virtual Council Meeting from the link posted on the agenda or notice you will have to select how you want to join, computer audio or phone call. Your computer must have a microphone and speakers for you to participate using computer audio, otherwise, select phone call and you will be provided with a number to call and an audio pin to identify you during the meeting.

If you have additional questions regarding how to use your audio pin refer to the below article: <https://support.goto.com/webinar/help/what-is-the-audio-pin-g2w050051>

If you have audio problems follow the below article for additional information/help: <https://support.goto.com/webinar/help/why-cant-anyone-hear-me-g2w050053>

Please note that you will join the meeting in listen-only mode, if you have comments you can type your comment as a question during meeting, or raise your hand in the application to be allowed to speak. Alternatively if you do not have computer/tablet/phone access you can submit your comments in advance by referencing Public Comments section of this guide.

Once an attendee joins the webinar they will have a Control Panel where the hand raising button is located. When they click on it the Organizer will be able to see it displayed next to the attendee name in the list.



During the Council's discussion of agenda items, the Mayor will allow for public comments to be read by the City Clerk from those submitted ahead of time. For real-time comments after you raise your hand using the application you will be acknowledged by staff and audio will become available for you to state your comment or if you asked a question for your question to be read. As Mayor of the City, the Mayor may exercise his authority to limit the length of time provided to for each comment received from the public. In addition, the Mayor may preserve decorum and order in accordance with the City's Charter and Robert's Rules of Order.