



# NOTICE

## TOWN OF PALM BEACH SHORES

### TOWN COUNCIL VIRTUAL MEETINGS

The Town of Palm Beach Shores understands this is a new and non-traditional way of holding meetings and communicating with our residents. Pursuant to the directive of Governor Desantis' [Executive Order 20-69](#), the Town of Palm Beach Shores will hold meetings remotely. The Executive Order also allows local government bodies to utilize communications media technology, such as telephonic and video conferencing for local government body meetings.



## OPTIONS FOR ATTENDING VIRTUAL MEETINGS

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### **Joining WebEx from your computer:**

- You will find the information on our agenda to click on.
- If this is the first time you're joining a Webex meeting, Webex automatically downloads the app.
- If you join from a Linux computer or Chromebook, you won't be prompted to install anything. The meeting simply opens in your browser.
- You can also download the Webex Meetings app manually.

<https://www.webex.com/downloads.html>

### **Joining from Apple or Android phone, tablet or Apple watch using the Webex mobile app.:**

- You'll be able to use video, chat with other participants, and share content.

[https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting#id\\_134853](https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting#id_134853)

## Joining Webex via the Phone:

- When you dial into a meeting (with phone number, access code and password), you can hear everyone in the meeting, but won't be able to see anyone or what they share during the meeting.

### **PLEASE NOTE:**

If you still desire to “call in,” (using your cell phone or another calling device) you will only be able to listen to the meeting and will not have the option to speak during the audience question section.

## Comment Via Video

Those using video communication will be allowed to comment during the “Audience Question” section of the meeting

Raising your virtual hand - To gain the attention of the moderator or WebEx presenter use the “raise your hand” feature.

1. Click on the Raise Hand button which will place a small hand icon next to your name in the participant list.
2. Click on the Lower Hand button to withdraw the request. If there are many raised hands, the moderator will call on participants in the order in which the requests were received.

### **Q: How do I raise my hand?**

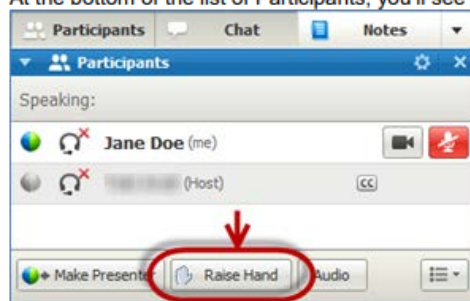
Sometimes the host of the meeting will ask participants to “Raise their hand” to indicate their preferences or feedback on a question. Here's how.

1. Mouse over the green tab that will display the **WebEx Control Palette**. Click the Participants icon to display the Participants palette.



You can hide/display the Participants box at anytime during the meeting by toggling the Participants icon in the **WebEx Control Palette**.

2. At the bottom of the list of Participants, you'll see the **Raise Hand** button.





## PROVIDING PUBLIC COMMENT

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We are doing our best to make sure the public can attend the meetings. Please keep in mind this is new to us as well and we will work to adjust as we navigate this new meeting environment. We appreciate your patience and understanding during this unprecedented global pandemic circumstance. While in-person attendance at meetings has temporarily halted, the public can attend meetings virtually and participate electronically. The Town is providing opportunities for public comments by joining the Webex meeting to provide oral public comments or by submitting a written comment.

**Submit Written Public Comment by clicking here:**



[http://www.palmbeachshoresfl.us/public\\_comment\\_card/index.php](http://www.palmbeachshoresfl.us/public_comment_card/index.php)

### **ELECTRONIC PUBLIC COMMENTS CARD**

#### **INSTRUCTIONS:**

The Town of Palm Beach Shores, Florida, welcomes public comments in accordance with Section 286.0114, Florida Statutes, and PBS Resolution R-7-13. Each speaker is only allowed one (1) opportunity per topic to speak for a maximum of three (3) minutes unless allowed additional time by the Mayor or presiding officer.

- Complete the electronic public comment card in its entirety including your name and address. You may provide your email and phone if so desired for staff follow up (if required).
- Electronic comment cards will be read in the order they are received.
- Electronic comment cards must be submitted by 12 noon prior to the meeting for which you intend to comment.

## **VIA EMAIL:**

Send an email with your full name, address, and comment no later than 12 noon preceding the virtual meeting to [ebrowning@pbstownhall.org](mailto:ebrowning@pbstownhall.org). If timely received, the comment or question will be read during the Audience Comment portion of the virtual meeting. Comments and questions may also be submitted in writing or heard during the virtual meeting.

For additional information, residents may contact the Town Clerk by email at [ebrowning@pbstownhall.org](mailto:ebrowning@pbstownhall.org) or call (561) 844-3457.

## **NOTICE OF DISCLOSURE:**

All public comments received by the Town of Palm Beach Shores become public records under Chapter 119, Florida Statutes. Such comments, and any attachments or other supporting materials, are subject to disclosure under Florida's Public Records Law (Chapter 119, Florida Statutes).

## **ACCESS MEETING AGENDAS BELOW:**



[http://palmbeachshoresfl.us/government/agendas\\_and\\_minutes/index.php](http://palmbeachshoresfl.us/government/agendas_and_minutes/index.php),

Scheduled events can also be found on the website homepage.

[http://www.palmbeachshoresfl.us/calendar\\_app/index.html](http://www.palmbeachshoresfl.us/calendar_app/index.html)

## WEBEX MEETING BEST PRACTICES AND ETIQUETTE FOR ATTENDEES DURING BOARD AND COMMISSION MEETINGS

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- Participants please clear distractions and silence mobiles as you would in a face to face meeting.
- Attendees will use language respectful of all participants.
- Attendees will note that all video and audio meetings will be recorded and available per the Freedom of Information Act.
- When joining a meeting, all microphones will be on mute when not speaking to prevent interference.
- Be considerate to all members of the session.
- Avoid talking over members.
- Attendees will create a distraction-free environment. Please no eating, typing, or sidebar conversations while the meeting is taking place, side conversations are very distracting, and whispers are easily picked up on microphones.
- Avoid noisy activities like typing while your microphone is on and be sure any noisy devices in the background are turned off or muted.
- Be aware that others can hear and see what you say and do, including unintentional utterances.
- Remember you all have an opportunity to contribute.

### WEBEX MEETING ATTENDEES

Amid the COVID-19 worldwide pandemic and the need for continuity of Municipal Government to function, Board and Commission meetings will be held via video and audio conferencing through the WebEx platform. All meeting attendees will abide by the following guidelines during all Board, Commission and Planning & Zoning meetings held by WebEx video and audio conferencing.