**NOTICE OF SPECIAL ELECTRONIC PUBLIC MEETING**

Notice is hereby given that the (insert name of district) District will hold a special electronic public meeting at (insert time and date). The purpose of the meeting is to (insert purpose of meeting).

Due to these extraordinary times, the District’s governing board will not be meeting in person; rather, the meeting will be held via videoconference.

Pursuant to Executive Order 20-69 issued on March 20, 2020 by Governor Ron DeSantis, “Local government bodies may utilize communications media technology, such as telephonic and video conferencing, as provided in Section 120.54(5)(b)2, Florida Statutes.” Public input may be made in advance by email or during the meeting via video conference. Instructions are provided at the bottom of this notice. This meeting will be live-streamed and video recorded.

**INSTRUCTIONS FOR VIEWING AND PROVIDING PUBLIC COMMENT:   
(insert date) SPECIAL ELECTRONIC PUBLIC MEETING OF (insert name of district)**

The special (insert date) meeting of the (insert name of district) governing board meeting will be a webinar conducted electronically (or “virtually”) with no public in attendance in the district office.

Members of the public may view the meeting electronically by visiting (insert weblink and instructions). Please choose this option for viewing the meeting if you do not plan to provide public comment before or during the meeting. Members of the public also may listen to the meeting by telephone by dialing (insert phone number) and entering (insert passcode).

Members of the public may provide written comments (1) to be read during the meeting or (2) to be entered into record without being read during the meeting. To do this, email your comments to (insert email address here) by (insert deadline here, recommend 24 hours before meeting start time). Please provide the title, “Written Comments, (insert meeting date here) Meeting” and provide your name (required), address and email address. If you desire for your written comments to be read into the record during the meeting, please indicate so and limit your written comment to 300 words. Only written comments of 300 or fewer words will be read into the record during the meeting. All other written comments received by the deadline will be entered into the meeting record and distributed to the District governing board and the appropriate staff before the start of the meeting.

Members of the public who opt to comment during the electronic meeting – rather than providing written comments before the meeting -- may do so provided they register in advance. Insert any relevant registration instructions here.

For additional information or assistance, please contact the following before the meeting:

* For public comment questions: Insert name, title, email and phone number
* For questions on connecting to the electronic meeting: Insert name, title, email and phone number

**In accordance with the Americans with Disabilities Act, any persons with disabilities needing a special accommodation to participate in this proceeding should contact [insert name, title, email and phone number], no later than [insert number of days] prior to the meeting. If hearing impaired (TDD) [insert number] or Voice (V) [insert number] via Florida Relay Service.**

**MEETING AGENDA**

1. INVOCATION AND PLEDGE TO THE FLAG
2. CALL TO ORDER
3. ELECTRONIC PUBLIC MEETING EXPLANATION
4. DISTRICT COVID-19 EMERGENCY STATUS UPDATE
5. NEW BUSINESS
6. PUBLIC COMMENT
7. ADJOURNMENT