**DRAFT SCRIPT FOR REMOTELY CONDUCTED DISTRICT BOARD MEETINGS**

Confirming Member Access:

As a preliminary matter, this is insert name of Chair or district manager. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

* Members, when I call your name, please respond in the affirmative. *State each members’ name.*
* Staff, when I call your name, please respond in the affirmative. *State each staff members’ name.*
* Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers’ name.*

Introduction to Remote Meeting (insert name of Chair):

Good morning/afternoon/evening. This meeting of the governing board of the insert name of district is being conducted remotely consistent with Florida Governor DeSantis’ Executive Order 20-69 of March 20, 2020, due to the current State of Emergency throughout the State of Florida given the outbreak of the novel coronavirus, COVID-19.

In order to mitigate the transmission of the virus and reduce risk of COVID-19 illness, we have been advised and directed by the State to suspend public gatherings, and as such, the Governor’s Order, EO-20-69, suspends the requirement of the Sunshine Law to have all meetings in a specific public place and to require a quorum to be present in person.

The Governor’s Order, which you can find posted on the District’s website, allows public bodies to utilize communications media technology to conduct its business. For this meeting, the Commission is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the District’s website, which identifies how the public may join and participate if they wish.

Please note that this meeting is being recorded, and that some attendees are participating by video conference. Participants are advised that people may be listening who do not provide comment, and those persons are not required to identify themselves.

Accordingly, please be aware that other folks may be able to see you. Anything that you broadcast may be captured by the recording and will become a part of the public records of the District.

Meeting Materials:

All of the materials for this meeting are posted on the District’s website with the Agenda for the meeting and we recommend the District Board Members and the public follow the agenda as posted unless we note otherwise.

Meeting Business Ground Rules:

We are now turning to the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

* The District Manager, insert manager’s name, or I will introduce each speaker on the agenda. After they conclude their remarks, the District Manager or I will go down the line of members of the governing board, inviting each by name to provide any comment, questions or motions. Please hold until your name is called.
* For any response, please wait until I yield the floor to you, and state your name before speaking.
* If Board members wish to engage in colloquy with other Board members, please do so through me, taking care to identify yourself.
* For items with public comment or a public hearing, and during the courtesy of the floor segment of the agenda:

We will afford public comment during a public hearing or courtesy of the floor as follows:

* The District Manager or I will first ask members of the public who wish to speak to identify their names and addresses only;
* Once the District Manager has a list of all public commentators, he/she will call on each by name and afford 2 minutes for any comments.
* Finally, *each vote taken in this meeting will be conducted by roll call vote*.
* Further, for all participants, Board members, staff and the public,
* Please remember to mute your phone or computer when you are not speaking;
* Please remember to speak clearly and in a way that helps generate accurate minutes.

[Any additional preliminary comments tailored to specific meetings]