

PUBLIC NOTICE

Friday, March 27, 2020

WHEREAS, In light of the spread of COVID-19, Governor John Bel Edwards issued Proclamation Number 30 JBE 2020 on March 16, 2020 that provided for all state agencies, boards, commissions, and local political subdivisions of the state to allow attendance at essential governmental meetings via teleconference or video conference during the pendency of this emergency; and

WHEREAS, Attorney General Jeff Landry issued a memorandum on March 19, 2020 regarding additional open meetings guidance in light of COVID-19; and

WHEREAS, Proclamation Number 33 JBE 2020 issued on March 22, 2020 by Governor Edwards imposed restrictions on public gatherings of 10 people or more and placed all individuals within the state of Louisiana under a general stay-at-home order and directed them to stay home unless performing an essential activity;

THEREFORE, The Board of Directors of the French Market Corporation will conduct its Regular Board of Directors Meeting scheduled for March 31, 2020 at 12 PM via telephone conference. This public notice serves a written certification that the Board of Directors would otherwise be unable to operate due to quorum requirements in compliance with LA R.S. 42:19.

In order to provide for the public to observe and participate in the deliberations of public bodies, and to comply with LA R.S. 42:14 in regards to providing public comment period before acting on an agenda item upon which action is to be taken, French Market Corporation will modify 2a of its Protocol For Public Comments At Public Meetings Of The Board Of Directors And Committees Of The Board (attached) when a meeting is held via teleconference:

1. The notice and agenda as required by LA R.S. 42:19 shall include the details of how the public may observe the meeting via telephone.
2. Public comments will be accepted in writing up to 30 minutes before the meeting via email at publiccomments@frenchmarket.org, via Fax at 504-636-6419, or via telephone 504-636-6400. Email comments are preferred due to reduced staffing at the FMC administrative offices. Public comments will also be accepted via the above email up until 30 minutes after the presentation of the agenda at the beginning of the meeting.

The meeting will proceed generally as follows:

- a. Call to Order
- b. Approval of Minutes
- c. Reading of the Agenda
- d. Public Comment Reading
- e. Remainder of Agenda

All other provisions of FMC Protocol for Comments at Public Meetings will still apply. A copy will be attached to the Notice and Agenda.

This public notice shall be posted and/or attached with the required Notice and Agenda for the meeting.

French Market Corporation

PROTOCOL FOR PUBLIC COMMENTS AT PUBLIC MEETINGS OF THE BOARD OF DIRECTORS AND COMMITTEES OF THE BOARD

1. PURPOSE

The Board of Directors conducts meetings pursuant to Louisiana Revised Statutes 42:11-42:28 Open Meetings Law. The Board will permit members of the public to speak in accordance with this protocol provided that the comments are for appropriate public purposes.

2. GUIDELINES

- a. An individual requesting to address the board/committee should complete a Request for Comment Card and submit it to the presiding officer or FMC staff before the beginning of the public meeting. An individual may also indicate a desire to speak by contacting FMC Staff at 504-636-6400 and request in advance. The completed card or request by phone must identify the issue or item to be addressed. Other members of the public may be recognized at the discretion of the presiding officer or chair at the meeting.
- b. All speakers shall conduct themselves in a decorous manner.
- c. The topic must be a matter of public concern and not purely an individual matter.
- d. The presiding officer or chair shall have the right to limit, in time, the length of discussion on each motion, if time is of a critical nature.
- e. Public comments should be limited to 3 minutes per person. This time limit shall be strictly enforced.
- f. The order of discussion shall be left solely to the discretion of the presiding officer or chair.
- g. An individual addressing the committee/board shall confine remarks to the merits of a specific agenda item before the committee/board; refrain from attacking a board member's motives; address all remarks through the presiding officer or chair; refrain from speaking adversely on a prior action not pending; read reports only without objection; refrain from disturbing the meeting.
- h. An individual making public comments shall identify themselves and the group they represent, if any.
- i. Groups and/or organizations should designate one spokesperson.
- j. The process of public comment shall be overseen by the Chair of the Board, including the point in the meeting when comment shall occur and the total duration of time allotted to it. Any individual, who has not followed these rules, may or may not be permitted to do so at the sole discretion of the Board Chair.
- k. The presiding officer or chair shall have discretion to manage situations not addressed in these procedures.
- l. This protocol shall be contained on each public meeting notice and also posted on the entrance to each public board meeting.

Teleconference Best Practices

French Market Corporation is conducting a public Board of Directors Meeting via teleconference for the first time. Please be understanding of technological challenges that may arise from increased demand on internet bandwidth and the Webex Meeting platform caused by the “Work From Home Order”, as well as the first-time user learning curve. It is recommended that you use the telephone dial-in numbers for audio during the teleconference for the most reliable connectivity.

Below is a list of best practices when participating in a teleconference to minimize interruptions to the audio or video feed.

1. Call in on time: Please be punctual; callers who dial in late might interrupt the discussion and distract the others.
2. Avoid using your internet service: If possible, do not use cell phones, computers or other gadgets while having the teleconference. Increased demand of teleconference services has strained capacity. There is a potential for poor connection or static outcome that will reduce the value and quality of the teleconference for other parties.
3. Turn off the sounds on your smart phone and do not text.
4. Choose a location with no background noise. Use the mute button on your phone when you're not speaking. Simply turn off the mute feature when you want to contribute to the conversation.
5. Do be courteous to other participants: Take note of the other speakers so that you can also address them by name.
1. Introduce yourself before speaking so that everyone knows who is talking and can address you by name.
2. Speak clearly: An audio check should be done before the virtual meeting begins to ensure that everyone can hear you. Speak naturally but slowly and enunciate each word.
3. Don't shout: If someone can't hear you, make sure the microphone is not covered by your clothing or something else. Yelling will cause viewers to turn down their volume and potentially miss what you have to say.
4. Don't interrupt other speakers: Wait for an opening in the conversation. Talking over other speakers will cause the audio to become choppy and unintelligible.
5. Don't carry on side conversations: That includes tuning out of the present conversation to talk to someone else sitting next to you, on the phone, in an IM chat, anywhere and anybody not in the current meeting.
6. Address people by name when you speak to them. Because you have no visual cues, if you simply ask a question or make a remark without indicating to whom you're speaking, other participants may have trouble determining who's being addressed.
7. Direct questions to a specific person instead of posing them to the audience at large. Doing so helps prevent confusion and helps ensure that your question is met with an answer rather than just silence as everyone tries to figure out who is going to respond.