



Board Approval 1/5/2023	Subject: Video Conferencing Policy
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Background: The 2022-2023 New York State Budget added Public Officers Law 103-a, which allows members of public bodies to participate in meetings via video conference from a location that is not accessible to the public so long certain conditions are met, including that a majority of the board meets from a publicly accessible location(s).

The addition to Public Officers Law outlines several requirements that public bodies need to meet to use the video conference provision, which this policy complies with. It also marks the end of continuing extensions by the NY Governor that suspended requirements of open meetings law due to the COVID-19 pandemic.

Policy: A majority (quorum) of the LCIDA board members will meet from a publicly accessible location(s) and the public will be allowed to participate via video conference the same as they would be able to if attending in person.

When the LCIDA uses video conferencing to conduct a meeting, the public notice for the meeting will inform the public that video conference will be used and will include directions on how the public can view and/or participate in that meeting via video conference. The notice also must include the physical location(s) where the quorum of the LCIDA will be meeting.

The LCIDA will use video conferencing technology that allows members of the public with disabilities to participate in a manner consistent with the American with Disabilities Act.

LCIDA Board Members should be physically present unless “extraordinary circumstances” exist. “Extraordinary circumstances” are defined as disability, illness, caregiving responsibilities or any other significant or unexpected factor of event that precludes physical attendance. Additionally, video conferencing is allowed if a state of emergency pursuant to Executive Law 24 is declared by the Governor, or one of the counties or towns within Lewis County, in which case all members of the LCIDA can video conference into a meeting from a location that are not accessible to the public for the duration of the state of emergency.

A recording and live stream of the meeting will be listed on the LCIDA website during and after the LCIDA board meeting. The meeting minutes will include who participated via video conference and be made available on the LCIDA website (www.naturallylewis.com).

A video conferencing policy must be posted on the LCIDA website (www.naturallylewis.com).