

Village of Quogue

Procedures Applicable to Meetings of the Board of Trustees Held via Videoconferencing

1. At least three members of the Board of Trustees (“Board”) must be present at Village Hall or by videoconference at a physical location or locations open to the general public in order to fulfill the Board’s quorum requirement. Each of such members shall be considered physically present at the meeting. Members of the Board who are not physically present because of extraordinary circumstances (defined below) may participate via videoconference in discussions and vote on matters.
2. A member of the Board shall be physically present at any meeting held unless such member is unable to be physically present due to extraordinary circumstances, which shall include disability, illness, caregiving responsibilities or any other significant or unexpected factor or event which precludes the member’s physical presence at the meeting. A significant factor precluding attendance at the meeting shall include, without limitation, absence of a member from the Village of Quogue without convenient, cost-free access to a place open to the general public that is of such a nature that it will assure that the meeting of the Board will not be disturbed.
3. Except in the case of executive sessions conducted pursuant to Public Officers Law §105, the method of videoconferencing shall ensure that members of the Board can be heard, seen, and identified while the meeting is being conducted, including, but not limited to, any motions, proposals, resolutions, and any other matter formally discussed or voted upon.
4. The minutes of the meeting shall include which, if any, members participated remotely and shall be available to the public pursuant to Public Officers Law §106.
5. The public notice for the meeting shall state:
 - a. that videoconferencing may be used;
 - b. if videoconferencing is used, how or where the public can obtain the information to view and/or participate in such meeting and that requests for videoconferencing access information must be received by the Village Office at least one hour before the scheduled start of the meeting;
 - c. where required documents and records will be posted or available; and
 - d. the physical location or locations for the meeting where the public can attend.
6. Each member of the Board shall advise the Mayor whether he or she desires to attend a meeting via videoconference at least five days before the meeting (and, if applicable, the place open to the general public where such member will be located) or, if the need to attend via videoconference arises thereafter, promptly after such need becomes apparent. In the event that no member of the Board has advised the Mayor that he or she intends to participate via videoconference, the Mayor shall make the decision whether to use videoconferencing

technology at the meeting. The notice of the meeting shall be updated on the Board's page on the Village website to state whether videoconferencing technology will be utilized.

7. When meetings are held via videoconferencing, the meeting shall be recorded, and such recordings shall be posted or linked on the Board's page on the Village's website within five business days following the meeting, and shall remain available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.
8. When meetings are held via videoconferencing, members of the public shall have the opportunity to view the meeting via video and to participate in proceedings via videoconference in real time where public comment or participation is authorized. Such videoconferencing must allow for the same public participation or testimony as in person participation or testimony.
9. When meetings are held via videoconferencing, the meetings shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act, as amended, and corresponding guidelines. For purposes of this provision, "disability" shall have the meaning defined in Executive Law §292.
10. In the event a state of disaster emergency is declared by the Governor of the State of New York or a state of emergency is proclaimed by the Mayor pursuant to Executive Law §24, the in-person requirements of paragraphs 1 and 2 above shall not apply if the Board determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Board to hold an in-person meeting.
11. These procedures may be amended or modified by the Board from time to time as it may deem necessary or desirable
12. These procedures shall be conspicuously posted on the Board's page on the Village's website for as long as videoconferencing is utilized.