

VIDEOCONFERENCE POLICY
Town of Bovina

Approved _____, 2022

Members of the Town Board of the Town of Bovina (the “Town”), the Planning Board, the Zoning Board of Appeals, and any other committee or body of the Town may participate in a meeting by using videoconferencing technology in compliance with this policy. This policy may be amended from time to time by resolution of the Town Board. This policy shall be posted on the Town’s website.

Location or Locations of Board Attendance. At least a quorum of the members of the board or committee must participate from (i) Town Hall, or (ii) any other location or locations open to the public in facilities that permit barrier-free physical access to the physically handicapped in compliance with the Open Meetings Law (each a “Meeting Location”). A Meeting Location shall be within the Town.

Extraordinary Circumstances /Videoconference Participation. Members of the board or committee must be physically present at one of the Meeting Locations at which the public can attend in person unless the member is unable to be physically present due to extraordinary circumstances, which include disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting. Such circumstances also may include: (A) planned or unplanned vacation periods or (B) periods when a member is working away from their Town residence, but in such cases videoconference attendance shall not exceed four (4) regularly scheduled meetings in a calendar year. Extraordinary circumstances also include events when a member is unable to attend at a Meeting Location as a result of unexpected travel difficulties. The member who is unable to attend at a Meeting Location will notify the Supervisor or Chair of such board or committee that they are unable to attend for a reason that constitutes such extraordinary circumstance.

Public participation. If a meeting is to be held via videoconference, the agenda or meeting notice posted on the website will either include the link 24 hours before the meeting or will inform the public of the email address to send a request for the videoconference link.

Notice of Meetings. If the Board or Committee uses videoconferencing to conduct a meeting, the public notice for the meeting must inform the public that videoconferencing will be used and must include directions for how the public can view and/or participate in such meeting via videoconference. The notice also must include the Meeting Location or Meeting Locations where the quorum of the body will be located. Notices are to be published on the Town website, together with proposed resolutions and public materials to be discussed, at least 24 hours prior to the meeting to the extent practicable.

The board or committee may direct the Town staff to include notice of videoconferencing for a meeting with specific Meeting Locations, or the Chair may determine from time to time that videoconferencing will be used for a particular meeting or meetings and the Meeting Locations to be included in the notice.

Minutes and Record. Except in the case of executive sessions (or unanticipated temporary interruptions due to internet or technological difficulties), the board or committee shall ensure that members 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. Minutes of a meeting held via videoconferencing must identify members of the board or committee who participated via videoconference. Minutes shall be made available consistent with the provisions of Section 103-a and Section 106 of the NY Public Officers Law. A transcription of the meeting, which may be prepared using the automatic transcription available through the videoconferencing technology, need only be done upon request.

Website Posting. A recording of the meeting must be posted or linked to the Town website within five business days of the meeting. The records of meeting shall remain so posted or linked for a period of 5 years from the date of the meeting.

Technology. Videoconferencing will use the system subscribed by the Town, which is currently Zoom. All login credentials to access records of meetings will be provided to the Supervisor or Chair of the board. The videoconferencing technology should allow participants with disabilities to participate in a manner consistent with the American with Disabilities Act.