

Southold LDC Resolution

RESOLUTION TO AUTHORIZE THE USE OF  
VIDEOCONFERENCING FOR PUBLIC MEETINGS

September 2, 2022

WHEREAS, the Southold Local Development Corporation (the “Corporation”) is a public body which falls within the scope of the Open Meetings Law; and

WHEREAS, Section 103 of the Public Officers Law has been revised to allow a public body to, in its discretion, conduct its meetings via videoconferencing provided that certain requirements found in the statute are satisfied; and

WHEREAS, Section 103 of the Public Officers Law requires that the Corporation pass a resolution authorizing the use of videoconferencing to conduct its meetings.

NOW THEREFORE BE IT RESOLVED, that the members of the Corporation find it in the best interest of the Corporation and the public to use videoconferencing to conduct its meetings under certain “extraordinary circumstances”, as outlined under the written procedures; and

BE IT FURTHER RESOLVED, that “extraordinary circumstances”, as defined in the written procedures, include illness, caregiving responsibilities, quarantine, if the member is out of the region or any other significant or unexpected factor or event approved by the board chair which precludes a member’s physical attendance at any meeting.

BE IT FURTHER RESOLVED, that Corporation hereby authorizes, for itself and any committees and subcommittees, the use of videoconferencing, in the discretion of the Corporation, to conduct its meetings; and further

BE IT FURTHER RESOLVED, that the Corporation shall establish written procedures governing member and public attendance consistent with the requirements of the Open Meetings Law and post such written procedures on the Corporation’s official website; and further

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

Dated: September 2, 2022

Motion: Chairman Schopfer

Second: Jeanne Kelley

All in favor

## Written Procedures

### Written Procedures for Meetings Held Via Videoconferencing

The following procedures shall govern any public meetings of the Southold Local Development Corporation (the "Corporation"), including all committee meetings, held via videoconferencing:

- A. In the case of a state disaster emergency declared by the State or a local state of emergency proclaimed by Suffolk County or the Town of Southold, which impairs the ability of the Corporation to hold an in-person meeting, a meeting of the Board of Directors of the Corporation (the "Board") may be held solely via videoconferencing.
- B. In all other cases, at the discretion of the Chair of the Board, individual Board members may attend a meeting via videoconferencing due to "extraordinary circumstances" (as defined herein) provided, however, that such Board member's remote attendance shall comply with all relevant laws related to remote attendance and that all meetings shall have the minimum number of Board members physically present at a location where the public can attend in order to fulfil the Board's quorum requirement.
- C. "Extraordinary circumstances" include illness, caregiving responsibilities, quarantine, if the member is out of the region or any other significant or unexpected factor or event approved by the board chair which precludes a member's physical attendance at any meeting.
- D. Notice for any meeting that will be held via videoconference, other than for State or local emergency, shall inform the public (1) that videoconferencing will be used; (2) how to access and/or participate in the meeting; (3) where required documents and records will be posted or otherwise available; and (4) of the physical location of the meeting is to be held. The notice shall be posted on the Corporation's official website.
- E. All members shall be seen and heard while the meeting is being conducted.
- F. In all instances where public comment or participation is permitted and/or required, members of the public shall be able to view and participate in the meeting via videoconferencing in real time. There shall be no difference in the level of participation for members of the public who chose to attend via videoconference as for members of the public who chose to attend the meeting in person.
- G. The minutes of any meetings held via videoconferencing shall include which Board members, if any, participated remotely and shall be available to the public.
- H. All meetings held via videoconferencing shall be recorded and the recordings shall be posted on the Corporation's official website within five business days following the meeting. The recordings shall remain available on the Corporation's official website for five years following the meeting and shall be transcribed upon request.