

**VILLAGE BOARD OF TRUSTEES
VILLAGE OF PLEASANTVILLE**

VIDEOCONFERENCING POLICY

A. Introduction

The Village of Pleasantville recognizes the benefits of allowing members of the Village's local public bodies to attend meetings using videoconferencing technology. On June 13, 2022, the Board of Trustees adopted a local law to authorize the use of videoconferencing for itself and all committees and subcommittees of the Village which are subject to the New York State Open Meetings Law, Public Officers Law, Article 7. Members of such local public bodies may participate in meetings via videoconference from locations not accessible to the public so long as a quorum of the public body participates from locations where the public may be physically present, and all conditions set forth in Public Officers Law § 103-a are met. This Videoconferencing Policy shall govern member and public attendance and participation where board members choose to attend the public meeting via videoconferencing.

This Videoconferencing Policy shall be posted on the Village website.

B. Virtual Meeting Attendance by Board Members

1. Members of a public body shall be physically present at all meetings of such public body unless such member is unable to be physically present at any such meeting location due to the following extraordinary circumstances:
 - a. Disability;
 - b. Illness;
 - c. Health Concerns;
 - d. Caregiving Responsibilities; or
 - e. Other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.
2. A minimum number of members must be present to fulfill the public body's quorum requirement in the same physical location or locations where the public can attend the meeting.
3. Board members wishing to attend by videoconference must advise the board chair of the applicable public body as early as possible before the scheduled meeting that they are unable to be physically present at the meeting.

4. Except in the case of executive sessions conducted pursuant to Public Officers Law § 105, the public body shall ensure that members of the public body 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. Any board member attending a public meeting via videoconferencing technology must have their video turned on for the duration of the meeting.
5. During the meeting the board chair shall announce the name or names of those members participating remotely. This information shall be included in the minutes.
6. If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available and identify the physical location for the meeting where the public can attend.
7. Each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the public website of the public body within five business days following the meeting and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.
8. If videoconferencing is used to conduct a meeting, the public body shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized and shall ensure that videoconferencing authorizes the same public participation or testimony as in-person participation or testimony.
9. If a vote takes place during the meeting, the remote attendee will be entitled to participate in the vote as usual. The remote attendee will be asked directly what their vote is.
10. Meetings that use videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines.

C. Virtual Meeting Etiquette for Board Members

1. Board members that attend a public meeting via videoconferencing must comply with the following rules:
 - a. Be on time.
 - b. Keep your camera on at all times.
 - c. Ensure your technology works correctly.

- d. Wear appropriate clothing.
- e. Frame the camera correctly.
- f. Have the right light.
- g. Look into the camera.
- h. Pay attention.
- i. Mute yourself when not speaking.
- j. Ensure others are not in the room to cause distractions.
- k. Maintain appropriate backgrounds.
- l. Silence all background noises.
- m. Ensure your displayed participant name is correct.

D. Public Participation via Videoconferencing Technology

1. Questions will be answered in the order they are received. Participants attending a meeting via videoconferencing technology shall be called upon to speak following in-person speakers.
2. Participants must use the “Raise Hand” function to verbally ask a question. To raise one’s hand, click the “Participants” button in the bottom toolbar, then click the “Raise Hand” button at the bottom of the “Participants” dialogue box. Participants who have joined the meeting solely via phone can dial *9 to raise their hand.
3. Virtual meeting participants must wait until authorized to speak by the board chair. Only virtual speakers with a digital hand raised shall be called upon to speak.
4. Participants shall not type any questions or comments in the chat box. Chats sent privately through a private chat box will show up on the administrator’s downloaded transcript.
5. Participants must mute themselves when not speaking to cut down on background noise.

E. Exemptions

1. The provisions of this Videoconferencing Policy and Public Officers Law § 103-a do not limit the existing authority set forth in the Public Officers Law which allows all public bodies to virtually connect multiple public locations from which members and the public may attend. The Village’s public bodies may continue to hold proper open

meetings by videoconference from multiple physical locations which are identified in the meeting notice, open to the public and connected virtually together by videoconference.

2. The in person participation requirements set forth in this Videoconferencing Policy and Public Officers Law § 103-a(2)(c) shall not apply during a state disaster emergency declared by the Governor pursuant to Executive law § 28, or a local state of emergency proclaimed by the Mayor of the Village of Pleasantville pursuant to Executive Law § 24, if the Governor or the Mayor determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in person meeting.

Adopted on June 13, 2022