

Written Procedures Governing Member and Public Attendance at Videoconferencing Meetings of the Hudson Valley Regional Council

As a public body that holds quarterly meetings of the Hudson Valley Regional Council (HVRC) Board of Directors for the "...the official convening of a public body for the purpose of conducting public business", HVRC affirms its compliance with the written procedures requirement for videoconferencing meetings set forth in [New York State Open Meetings Law](#) (NYS OML), Public Officers Law, Article 7, § 103-a. Videoconferencing by public bodies [Expires and deemed repealed July 1, 2026], subsection 2. (b). These Written Procedures Governing Member and Public Attendance at Videoconferencing Meetings of the Hudson Valley Regional Council (Videoconferencing Written Procedures) were adopted by the Board of Directors at its September 4, 2024, meeting. The language below is modeled after NYS OML dated May 28, 2024.

The Hudson Valley Regional Council (HVRC) may, in its discretion, use videoconferencing to conduct its meetings pursuant to the requirements of NYS OML provided that a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location or locations where the public can attend.

HVRC has adopted a resolution authorizing the use of videoconferencing for itself and its committees or subcommittees.

HVRC's Videoconferencing Written Procedures shall be conspicuously posted on HVRC's website in the Meetings & Minutes section of the Our Board webpage.

Members of the HVRC Board shall be physically present at any such meetings at any of the physical locations where the public can attend.

Except in the case of executive sessions conducted pursuant to §105. Conduct of executive sessions of Article 7, HVRC shall ensure that HVRC Board 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.

HVRC shall prepare minutes of the meetings involving videoconferencing that include which, if any, members participated remotely and shall be available to the public pursuant to §106. Minutes of Article 7.

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 locations for the meeting where the public can attend. This information is found in posted agendas.

HVRC shall record each meeting conducted using videoconferencing and such recording shall be posted to HVRC's public website within five business days following the meeting, and shall remain so



available for a minimum of five years thereafter. Access to transcriptions of such recordings are available through the posting platform, with instructions provided on HVRC's website in the Meetings & Minutes section of the Our Board webpage.

When videoconferencing is used to conduct a meeting, HVRC 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. The opportunity is enabled through the videoconferencing platform link provided in posted agendas.

HVRC is able to utilize videoconferencing to conduct its meetings through maintenance of its official website, <https://hudsonvalleyregionalcouncil.org>.

HVRC utilizes technology that permits access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended. HVRC's videoconferencing platform provides this functionality. "Disability" shall have the meaning defined in section two hundred ninety-two of the NYS executive law.

