

## COMMUNITY EDUCATION COUNCIL FOR DISTRICT 23

### RESOLUTION #2 – Hybrid Meeting Guidelines

The Community Education Council For District 23 held a Public Hearing on Monday, July 11<sup>th</sup>, 2022, and after hearing from our members and the Public, and reviewing all the evidence and facts passed the following resolution:

WHEREAS, effective April 8, 2022, New York State has enacted amendments to the Open Meetings Law regarding the use of videoconferencing to conduct public meetings;

WHEREAS, the use of videoconferencing and virtual meeting technologies during the COVID pandemic has greatly increased public participation and accessibility to our Community Education Council For District 23 public meetings;

WHEREAS, the Community Education Council For District 23 sees significant value in continuing to use videoconferencing and virtual meeting technologies going forward to improve public participation and accessibility;

LET IT BE RESOLVED, Community Education Council For District 23 hereby adopts the following written guidelines to be utilized for videoconferencing for the conduct of its public meetings in accordance with the New York State Open Meetings Law.

#### **Community Education Council For District 23 – Hybrid Meeting Guidelines**

The Community Education Council For District 23 shall, at their discretion, use videoconferencing to conduct hybrid public meetings as follows:

#### **DEFINITIONS:**

- 1) **Hybrid Meeting:** A public meeting at which there is a mix of attendees attending physically and attending virtually.
- 2) **Attend Physically:** Attending a public meeting at a published meeting location.
- 3) **Attend Virtually:** Attending a public meeting via videoconferencing or other virtual meeting technologies.

#### **REQUIREMENTS:**

- 1) The public notice for hybrid meetings must include all ways in which the public may participate, including details on how to attend physically or to attend virtually.

- 2) All hybrid meetings must allow members of the public that attend physically or attend virtually equal opportunity to comment and participate in the meeting.
- 3) All hybrid meetings must be recorded and posted to the Council's public website within five business days of the meeting and remain available for at least five years.
- 4) All hybrid meetings must use virtual meeting technologies consistent with the Americans with Disabilities Act (ADA).
- 5) Members of the Council, including those attending virtually, must ensure that they can be heard, seen, and visible while the meeting is being conducted.
- 6) Members of the Council shall attend public meetings physically unless the member is unable to be attend physically due to extraordinary circumstances, including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.
- 7) A minimum number of Council members must attend physically in the same location or locations where the public can attend to fulfill the Council's quorum requirement.
- 8) The minutes of all hybrid meetings must identify which members attended physically and which members attended virtually.
- 9) The Council's guidelines must be posted on the Council's public website.