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Laura Spalter, Chairperson

Vacant, District Manager

RESOLUTION

Bronx Community Board 8 does hereby adopt the following: Procedures for Hybrid Meetings

In compliance with Public Officers Law (POL) § 103-a(2)(a), and guidelines offered by the New York State Committee on Open Government ("COOG"), Community Board 8, Bx, following a public hearing, authorized by resolution on May 10, 2022 for the use of video/teleconferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103- a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by video/teleconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. Meetings held in-person without video/teleconferencing capability
 - a. All participants, including members, guests, and when needed, CB8 staff, attend in person.
 - b. The venue must have sufficient space/capacity to accommodate participants.
 - c. Audio recordings of the meeting will be made available on the Board's website within five days for public access, when feasible.
2. Meetings held in-person with video/teleconferencing capability.
 - a. Committee/Board members must attend in person and constitute a quorum. If a board member requests and receives approval for an extraordinary circumstance, the meeting becomes by definition a video/teleconferencing hybrid meeting and the public may also participate, based on established Board/committee rules.
 - b. Guests may participate by attending in-person or by video/teleconference, at the discretion of the Board/committee chair¹.
 - c. If venue space/capacity is limited, guests can be encouraged to attend virtually.
 - d. Video conference must utilize the CB8 account (currently the Zoom application) and record the meeting to the Cloud account for subsequent viewing availability.

Extraordinary Circumstances – In limited, exceptional, pre-approved situations, a Board/ committee and community committee member may participate in a CB Hybrid meeting via video/teleconferencing with eligibility to vote after an in-person quorum has been established.

- a. Chairpersons are reminded that, in considering extraordinary circumstances, Chapter 676 of the Laws of 2021 seeks to limit use of extraordinary circumstances and a quorum must be the priority. However, a Board/committee member who is participating via video/teleconferencing shall not count toward such quorum.
- b. "Extraordinary Circumstance" includes illness, disability, caretaking responsibilities or other unexpected circumstance.
- c. The member should request pre-approval from the chair in writing as early as possible, no later than noon of the date of the meeting start time, providing the Board/committee chair with the reason for such request. The chair shall confirm in writing, whether the request is approved providing reasonable accommodation. Multiple requests from the same member may be denied. The chair must notify The Community Board office to permit the office to maintain on file approvals and denials.

d. Open meetings of any public body that are broadcast or 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. For the purposes of this section, "disability" shall have the meaning defined in section two hundred ninety-two of the executive law.

e. Members approved to participate remotely under "extraordinary circumstances" are required to keep their full names and live video of themselves visible during the meeting.

f. Members who are not approved under extraordinary circumstances prior to the meeting may participate online as a guest, or if conditions change, attend in-person joining the quorum.

g. In addition to announcing at the beginning of a meeting which Board members may be participating remotely, meeting minutes must list members who attend in-person as part of the quorum and provide a separate list of members who participated remotely online under extraordinary circumstance. The nature of the circumstance should not be identified.

h. Attendances and absences at board and committee meetings will be tracked and regularly reported to the Borough President's office.

¹ Chairs should utilize the same meeting structure consistently to mitigate confusion or concerns and discuss a planned meeting structure change with their committee and the Board chair.



Laura Spalter
Board Chair



Martin Wolpoff
Chair, Law, Rules & Ethics Committee