

**Policy # 2325**

**BOARD MEETINGS CONDUCTED VIA VIDEOCONFERENCE PURSUANT  
TO PUBLIC OFFICERS LAW § 103-a.**

**BOARD MEMBER ATTENDANCE**

Public Officers Law § 103-a provides a discretionary mechanism for conducting Board meetings via videoconference.

In order to conduct business, a minimum number of members constituting a quorum must be physically present in the same physical location or locations where the public can attend.

Board members must be physically present at Board meetings conducted via videoconference unless a member is unable to be physically present due to extraordinary circumstances. 'Extraordinary circumstances' include, but not limited to, disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at a Board meeting. In the event of extraordinary circumstances, a Board member may attend the meeting remotely provided that the member can be heard, seen, and identified, while the meeting is conducted. The minutes of the Board meeting will identify members who participated remotely.

Board members will not be required to be physically present at Board meetings in the event of declared state disaster emergency or a local state of emergency, if the Board determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in-person meeting.

**PUBLIC ATTENDANCE**

Where one or more Board members attend via videoconference, the members of the public must have the option to attend Board meetings at the physical location, or remotely, except when executive sessions are conducted. The public will be provided with an opportunity to view the meetings via video and to participate via videoconference in real time where public comment or participation is authorized.

Adopted June 8, 2022