

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Adopt Local Law on Videoconferencing

DATE: 7-11-2022

DEPT OF ORIGIN: Mayor Williams

BILL # 110-2022

DATE SUBMITTED: 7-6-2022

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED

AMOUNT
BUDGETED

APPROPRIATION
REQUIRED:

RESOLUTION TO ADOPT LOCAL LAW AUTHORIZING THE VILLAGE BOARD TO ATTEND
AND VOTE VIA VIDEOCONFERENCING DUE TO TRANSMISSABLE ILLNESS

MOVED BY: Scollin SECONDED BY: Brunette

VOTE ON ROLL CALL:

MAYOR WILLIAMS

absent

TRUSTEE BRUNETTE

yes

TRUSTEE CATILLAZ

yes

TRUSTEE SCOLLIN

yes

TRUSTEE SHAPIRO

yes

**VILLAGE OF SARANAC LAKE, NEW YORK
LOCAL LAW #2-2022**

**ESTABLISHING MEETING PROCEDURES FOR MEMBERS OF THE VILLAGE BOARD OF TRUSTEES TO
PARTICIPATE IN BOARD MEETINGS VIA VIDEOCONFERENCING**

WHEREAS, Public Officers Law § 103-a(2) authorizes public bodies to conduct meetings using videoconferencing technology if they adopt a local law,

BE IT ORDAINED AND ENACTED by the Board of Trustees of the Village of Saranac Lake, New York, as follows:

Article I

Procedures for Village Board Meetings Where At Least One Board Member is via Videoconference

Section One: Public Notice of Meetings via Videoconferencing and Quorum Requirements

1. A member of the Board of Trustees will attempt to notify the Village Clerk with as much warning as possible that they will participate in a meeting via videoconferencing technology due to self-isolation or are a required quarantine because of a transmissible illness.
2. The public notice for a meeting where a member of the board of trustees will participate via videoconferencing technology will inform the public:
 - a. that videoconferencing will be used,
 - b. where they can view and/or participate in such meeting,
 - c. where required documents and records will be posted or available, and
 - d. identify the physical location(s) where members of the public body will be participating in-person and where the public can attend the meeting in-person.
3. A minimum number of members to fulfill quorum requirements for village board meetings must be physically present at the same location or locations where the public can also attend physically in-person.
4. The sole reason for a member of the village board to participate via videoconferencing is due to self-isolation or a required quarantine because of a transmissible illness.

Section Two: Village Board and Public Participation During Meetings via Videoconferencing

1. Except in the case of executive sessions conducted pursuant to Public Officers Law § 105, the Village Clerk must ensure that members of the Village Board 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.
2. The Village Clerk must provide the opportunity for members of the public to view the meeting via video where members of the village board are participating via videoconferencing. The Village Clerk will ensure that meetings where members of the board are videoconferencing will provide opportunities for public participation.

Section Three: Minutes and Recordings of Meetings Via Videoconferencing

1. The Village Clerk must record each meeting that uses videoconferencing for board member participation and such recordings must be posted or linked to on the village's website within five business days of the meeting. The recordings must remain available for a minimum of five years thereafter, and recordings must be transcribed upon request.
2. The minutes of meetings involving videoconferencing of board members must include which, if any, members participated remotely and must be made available to the public pursuant to Public Officers Law § 106.

Section Four: Videoconferencing Procedures

1. This Article is the complete written procedures for the Saranac Lake Village Board of Trustees for the purpose of having board member participate in meetings via videoconferencing technology and these procedures will be conspicuously posted on the village's website.

This local law shall take effect upon its filing in the Secretary of State's office and shall be repealed within 1 year of its filing or if the State of New York amends the Public Officers Law in such a way that supersedes this local law, whichever is first.