

TOWN OF POMPEY
VIDECONFERENCING POLICY AND GUIDELINES

Adopted August 1, 2022

Pursuant to Local Law 2022-1, the Town Board of the Town of Pompey supports and encourages the option of videoconferencing for all its public bodies, as that term is defined in Section 102 of the Public Officers Law.

The following meeting policies for all Town of Pompey public bodies (boards and commissions) are hereby adopted by the Town Board:

1. All board/commission members shall be physically present at public meetings unless such member is unable to do so for one of the reasons set forth in section 6 below.
2. A quorum of any public body must meet in a location that is accessible to the public before any other member can participate by videoconferencing.
3. Videoconference board/commission participants shall always use the video function.
4. Videoconference board/commission participants shall be in a well-lit room, so their face is clearly visible, sitting close enough to the microphone to be heard, and use their real full name in the “name” box.
5. If a board/commission member is unable to be physically present at the designated public meeting location and wishes to participate by videoconference from a private location, such board/commission participant shall notify the Board/Commission chair at least four days prior to a scheduled meeting in order to include such information on the meeting agenda.
6. The following justifications are acceptable reasons to participate by videoconferencing:
 - a. Illness;
 - b. Caregiving and/or family responsibilities;
 - c. Disability;
 - d. Out of town;
 - e. Severe weather;
 - f. Significant or unexpected event which precludes physical attendance
 - g. Other circumstances as determined by a majority vote of the public body.
7. Minutes of the meeting must include who participated via videoconferencing;
8. If a member of a public body participates by videoconferencing, the public must also be allowed to participate via videoconferencing the same as they would be able to if attending in person.
9. A copy of this Policy shall be posted on the Town Website.
10. Other Open Meeting Law requirements including those regarding the posting of meeting notices, keeping of minutes, identifying, and maintaining documents used at the meeting, and going into executive session continue to apply.
11. The Town of Pompey Rules of Decorum shall apply to all participants, whether in person or by videoconferencing.