

PROCEDURES GOVERNING MEMBER AND PUBLIC ATTENDANCE AT MEETINGS CONDUCTED BY
USE OF VIDEOCONFERENCING

Adopted by the

MACHIAS TOWN BOARD

EFFECTIVE APRIL 17, 2023

Pursuant to Public Officers Law § 103-a (2)(b), the Machias Town Board adopts these Procedures Governing Member and Public Attendance at Meetings Conducted by use of Videoconferencing (the Procedures). These Procedures shall apply to all public meetings of the Machias Town Board conducted by use of videoconferencing and to all public meetings of the Machias Town Board by use of videoconferencing.

1. These Written Procedures containing the written procedures shall be conspicuously posted on the public website of the Town of Machias and at the Machias Town Hall.
2. Machias Town Board Members shall be physically present at any such meeting unless such member is unable to be physically present at any such meeting location due to circumstances including disability, illness, caregiving responsibilities, travel plans outside of the County of Cattaraugus or any other significant or unexpected factor or event which precludes the Town Board Member's physical attendance at such meeting.
3. Except in the case of executive sessions conducted pursuant to New York Public Officers Law § 105, the public body shall ensure that members of the Town Board utilizing videoconferencing 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.
4. The Minutes of the Machias Town Board Meeting involving videoconferencing shall include which, if any, members participated remotely and shall be available to the public pursuant to New York Public Officers Law § 106.
5. If videoconferencing is used to conduct a Machias Town Board Meeting, the public notice for the meeting, if a public notice is required (for a public hearing for instance), shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.
6. The Machias Town Board shall provide that each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the Town of Machias website within five business days following the meeting and shall

remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.

7. If videoconferencing is used to conduct a Machias Town Board Meeting, the Machias Town Board shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized and shall ensure that videoconferencing authorizes the same public participation or testimony as in person participation or testimony.
8. The Town of Machias must maintain an official website.