

**TOWN OF RIVERHEAD**  
**INDUSTRIAL DEVELOPMENT AGENCY**  
**Form Written Procedures for Videoconferencing**

**Written Procedures for Meetings Held Via Videoconferencing**

The following procedures shall govern any public meetings of the Town of Riverhead Industrial Development (the “Agency”), including all committee meetings, held via videoconferencing:

- A. In the case of a state disaster emergency declared by the State or a local state of emergency proclaimed by the Town of Riverhead which impairs the ability of the Agency to hold an in-person meeting, a meeting of the Board of Directors of the Agency (the “Board”) may be held solely via videoconferencing.
- B. In all other cases, at the discretion of the Chair of the Board, individual Board members may attend a meeting via videoconferencing due to “extraordinary circumstances” (as defined herein) provided, however, that such Board member’s remote attendance shall comply with all relevant laws related to remote attendance and that all meetings shall have the minimum number of Board members physically present at a location where the public can attend in order to fulfil the Board’s quorum requirement.
- C. “Extraordinary circumstances” include disability, illness, quarantine, isolation, caregiving responsibilities, transportation, business, work or personal conflicts which may arise or any other significant or unexpected factor or event approved by the board chair which precludes a member’s physical attendance at any meeting.
- D. Notice for any meeting that will be held via videoconference, other than for State or local emergency, shall inform the public (1) that videoconferencing will be used; (2) how to access and/or participate in the meeting; (3) where required documents and records will be posted or otherwise available; and (4) of the physical location of the meeting is to be held. The notice shall be posted on the Agency’s official website.
- E. If a member is unable to be physically present at the designated public meeting location and it is necessary to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the other members of the Agency no later than four business days prior to the scheduled meeting in order to provide timely notice to the public. If extraordinary circumstances present themselves on an emergency basis within four days of the meeting, the Agency shall update its notice as soon as practicable to include that information. If it is not practicable for the Agency to update its notice, the Agency reserves the right to reschedule the meeting.
- F. The Agency may properly convene a meeting upon a quorum of the Agency board members participating at a physical location(s) open to the public. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count toward a quorum of the Agency meeting, but may participate and vote if there is a quorum of members at a physical location (s) open to the public. Except, a member who is participating from a remote location that is open to the public, and which location was included in a meeting notice, may count toward a quorum and may fully participate and vote in the meeting.

- G. All members shall be seen and heard while the meeting is being conducted.
- H. In all instances where public comment or participation is permitted and/or required, members of the public shall be able to view and participate in the meeting via videoconferencing in real time. There shall be no difference in the level of participation for members of the public who chose to attend via videoconference as for members of the public who chose to attend the meeting in person.
- I. The minutes of any meetings held via videoconferencing shall include which Board members, if any, participated remotely and shall be available to the public.
- J. Open meetings of the Agency conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL \$103-a shall be broadcast pursuant to the requirements of POL \$103-a, to the extent practicable and within available funding, and shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 American Disabilities Act (ADA) , as amended, and corresponding guidelines. For the purpose of this guideline, “disability” shall have the meaning defined in the Executive Law \$292.
- K. All meetings held via videoconferencing shall be recorded and the recordings shall be posted on the Town’s official website or the Agency’s officially designated website within five business days following the meeting. The recordings shall remain available on the officially designated website for five years following the meeting and shall be transcribed upon request.

Adopted: 12-5-22