

VIDEOCONFERENCING

CHAPTER 49

VIDEOCONFERENCING
[Adopted 06-06-22 as Local Law No. 6-2022]

§ 49-1. Title.

§ 49-2. Purpose and Intent.

§ 49- 3 Definitions

§ 49-4. Videoconferencing to Conduct Public Meeting

§ 49-5. Requirements for Videoconferencing

[HISTORY: Adopted by the Board of Trustees of the Village of Lansing 06-06-2022 as L.L. No. 6-2022. Amendments noted where applicable]

§ 49-1. Title.

This Chapter shall be known as the “Village of Lansing Videoconferencing Law.”

§ 49-2. Purpose and Intent.

It is the purpose and intent of this amendment to the Village of Lansing Code to allow for video conferencing by Village public bodies pursuant to Public Officers Law §103-a, which was created by Chapter 56 of the Laws of the State of New York for the year 2022.

§ 49- 3 Definitions

A. Public body shall be as defined in Public Officers Law § 102 including the Village of Lansing Board of Trustees, Planning Board, Board of Zoning Appeals, and any committees or subcommittees thereof.

§ 49-4. Videoconferencing to Conduct Public Meeting

Any public body within the Village of Lansing is hereby authorized, to use videoconferencing to conduct its meetings pursuant to the requirements of this article provided that a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location or locations where the public can attend.

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§ 49-5. Requirements for Videoconferencing

- A. The Village of Lansing Board of Trustees shall establish written procedures governing board and committee member and public attendance consistent with this article, and such written procedures shall be conspicuously posted on the Village of Lansing website.**
- B. Members of the public body shall be physically present at any such meeting unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances, as set forth in the written procedures adopted pursuant to paragraph (A) of this subdivision.**
- C. Except in the case of executive sessions conducted pursuant to Public Officers Law §105, the public body shall ensure that members of the public body 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.**
- D. The minutes of the meetings involving videoconferencing shall include which, if any, members participated remotely and shall be available to the public pursuant to Public Officers Law 106.**
- E. If videoconferencing is used to conduct a meeting, the public notice for the meeting 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.**
- F. The public body shall provide that each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the Village of Lansing website within five business days following the meeting and shall remain so available for a minimum of five years thereafter.**
- G. If videoconferencing is used to conduct a meeting, the public body 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.**