

## **Procedure Governing Use of Videoconference for Board of Education Meetings**

The Board of Education of the LaFayette Central School District (the “Board”) has imposed the following requirements governing the use of videoconferencing by the Board to conduct open meetings, under “extraordinary circumstances,” regardless of a declaration of emergency:

1. This procedure is required by Public Officers Law §103-a (“POL §103-a”) and remains valid from June 9, 2022, until July 1, 2024, unless otherwise modified or extended.
2. Only those Board Members meeting in person together, or at remote locations with public access shall count towards the quorum meeting requirements.
3. The Board, in its discretion, may allow its members to participate remotely, under extraordinary circumstances so long as there is a quorum of members gathered at a physical location or location open to the public.
4. The public shall have in-person access to any locations of the Board meeting, except for locations of those board members experiencing “extraordinary circumstances.”
5. “Extraordinary circumstances” is defined by the Board as disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes a Board Member’s physical attendance at such meeting.
6. The Board shall not disclose those “extraordinary circumstances” which preclude a Board Member’s physical attendance at such meeting unless compelled to do so by law or upon the consent of the affected Board Member.
7. The Board shall give the public notice when holding a meeting by videoconference pursuant to POL §103-a and such notice shall include a link where the public can view, listen, and when applicable, participate in such meetings. It shall also identify what documents and records will be posted or available and identify the physical location for the meeting where the public can attend.
8. Minutes of a meeting involving video conferencing shall include which, if any, member participate remotely and shall be available to the public.
9. Each meeting conducted using video conferencing shall be recorded and such recording shall be posted or linked to the District’s website within five (5) business days following the meeting and shall remain so available for a minimum of five (5) years. Such recording shall be transcribed upon request.
10. The foregoing provisions related to public access shall not be required pursuant to a state disaster emergency declared by the Governor of New York, or a local state of emergency proclaimed by the Chief Executive of the County or local municipality, when such emergency would hinder the ability of the Board to hold an in-person meeting.