

Procedures for Commissioner Videoconferencing
Pursuant to Public Officers Law § 103-a

In compliance with Public Officers Law (POL) § 103-a(2)(a), the Public Campaign Finance Board, following a public hearing, authorized by resolution on (a date to be determined) the use of videoconferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. Public Campaign Finance Board commissioners shall be physically present at any meeting locations of the Public Campaign Finance Board that is duly noticed unless such commissioner is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.
2. For purposes of these procedures, the term “extraordinary circumstances” may include disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which, in the exercise of that commissioner’s discretion, precludes the commissioner’s physical attendance at such meeting.
3. If a commissioner is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the commissioner shall notify the Co-Directors of the Public Campaign Finance Board as soon as practicable. The commissioners should attempt to notify the Co-Director no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given; however, if extraordinary circumstances occurs within four days of a meeting, the Co-Directors shall update its notice as soon as practicable to include that information.
4. If there is a quorum of commissioners participating at a physical location(s) open to the public, the Public Campaign Finance Board may properly convene a meeting. A commissioner 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 Public Campaign Finance Board but may participate and vote if there is a quorum of commissioners at a physical location(s) open to the public.
5. Except in the case of executive sessions conducted pursuant to POL § 105, the Public Campaign Finance Board shall ensure that its commissioners 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.
6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, commissioners

participated by videoconferencing from a private location due to such extraordinary circumstances.

7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.
8. The Public Campaign Finance Board shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the Public Campaign Finance Board 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.
9. If commissioners of the Public Campaign Finance Board are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the Public Campaign Finance Board shall provide the opportunity for members of the public to view such meeting by video, and, when there is a public hearing, or when public comment is required by law, to participate in proceedings by videoconference in real time where public comment or participation is authorized. The Public Campaign Finance Board shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.
10. Open meetings of the Public Campaign Finance Board conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall be broadcast pursuant to the requirements of POL § 103(f) and shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, “disability” shall have the meaning defined in Executive Law § 292.
11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during any state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 24 of the Executive Law, if the Public Campaign Finance Board determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Public Campaign Finance Board to hold an in-person meeting.
12. These procedures shall be conspicuously posted on the Public Campaign Finance Board website