

## Form Written Procedures

### Suffolk County Industrial Development Agency

#### Written Procedures for Meetings Held Via Videoconferencing

The following procedures shall govern any public meetings of the Suffolk County Industrial Development Agency (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 Suffolk County, 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. All members shall be seen and heard while the meeting is being conducted.
- F. 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.
- G. The minutes of any meetings held via videoconferencing shall include which Board members, if any, participated remotely and shall be available to the public.
- H. All meetings held via videoconferencing shall be recorded and the recordings shall be posted on the Agency’s official website within five business days following the meeting. The recordings shall remain available on the Agency’s official website for five years following the meeting and shall be transcribed upon request.