

**Village of Honeoye Falls**  
**Procedures for Videoconferencing of Public Meetings**

Section 103-a of the Open Meetings Law (Public Officers Law article 7) authorizes public bodies to use videoconferencing to conduct meetings, “provided that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location where the public can attend.” Chapter 37 of the Code of the Village of Honeoye Falls, as amended by Local Law No. 4 of 2022, authorizes the Village Board and other public bodies to conduct public meetings via videoconference.

The following procedures will be followed for all Village of Honeoye Falls public bodies (including but not limited to the Board of Trustees) when videoconferencing is used to conduct meetings:

1. The public notice or amended public notice for the public meeting will inform the public that videoconferencing will be used, where the public can view and/or participate in the meeting, the physical locations for the meeting where the public can attend and where required documents and records will be posted.
2. Only those members of the public body who are in attendance at a location where the public also can attend the meeting shall be counted toward a quorum.
3. A member may attend via videoconferencing only where one or more extraordinary circumstances are present. Examples of extraordinary circumstances include disability, illness, unexpected caregiving responsibilities, or other significant and unexpected factors or events which preclude the member’s physical attendance at such meeting. The Board of Trustees or other public body may, at its discretion, expand or limit the extraordinary circumstances authorizing the use of videoconferencing by a member.
4. Where the member believes that an extraordinary circumstance exists authorizing attendance via videoconferencing, the member shall notify in writing the Mayor and Village Clerk, or the particular chairperson, and notify them of the nature of the extraordinary circumstance. While it is recognized that some extraordinary circumstances may arise with little or no notice to the member, the member should make best efforts to provide timely written notification to allow for the public notice to reflect that a member intends to appear via videoconference.
5. The minutes of meetings involving videoconferencing must include which, if any, members participated remotely and must be made available to the public pursuant to Public Officers Law § 106.

6. Only the public-portion of open public meetings are covered by these procedures.
7. The public body must record each meeting that uses videoconferencing and such recordings must be posted or linked to on the public body's website within five business days of the meeting. The recordings must remain available for a minimum of five years thereafter, and recordings must be transcribed upon request.
8. The public body must provide the opportunity for members of the public to view the meeting via video. Additionally, at meetings where public comment or participation is authorized, members of the public must be able to participate in the proceedings via videoconference in real time. The public body must ensure that the videoconferencing provides the same opportunities for public participation or testimony as in-person participation or testimony.
9. These procedures must be posted on the Village of Honeoye Falls' website.
10. The Village Board of Trustees can amend these procedures from time to time by resolution of the Board of Trustees.

Regardless of whether videoconferencing is used, the Village's public bodies, including the Board of Trustees, may continue to use platforms such as Zoom to provide for remote access to meetings whereby members of the public and those making presentations can watch listen and participate while not being physically present.