

Niagara Falls Housing Authority **Videoconferencing Policy**

The Niagara Falls Housing Authority may, in its discretion, use videoconferencing to conduct Board of Commissioners meetings, Board Committee meetings, and any other meetings needed to conduct regular and special business.

The Board or individual committees have the authority to determine whether videoconferencing may be utilized under the following circumstances:

1. Commissioners of the Authority must be physically present at any regular or special meeting, or committee meeting, unless such Commissioner is unable to attend due to extraordinary circumstances, including, but not limited to: disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.
2. A quorum of Commissioners must be present, in person, in the same physical location or locations where the public can attend. In the event that no "in person" quorum is reached, the Commissioners appearing by videoconferencing shall not be permitted to vote at said meeting. No member appearing virtually shall be considered in establishing a quorum. Once an "in person" quorum is reached, the Commissioners attending by videoconference may fully participate in said meeting and vote upon any resolutions presented.
3. Except during executive session, the Public shall be permitted to attend the meeting virtually and participate, if applicable, in the event videoconferencing is utilized.
4. The public notice for said meeting shall inform the public that videoconferencing will be utilized with the virtual link and physical location of the meeting.
5. All resolutions and any relevant documents, with the exception of privileged or protected documents, will be made available to the public on the Authority website prior to said meeting.
6. Any meeting that utilizes videoconferencing shall be recorded and said recording must be posted on the Authority's website for public viewing within five (5) business days of the conclusion of said meeting. Said recording shall remain available to the public to view for a minimum of five years thereafter. Upon request, the recording of said meeting shall be transcribed.

The Niagara Falls Housing Authority shall conspicuously post this Videoconferencing Policy on its website.

The Niagara Falls Housing Authority shall, in the minutes of each meeting, keep record of any Commissioner that participated remotely, pursuant to section one hundred six of Public Officers Law.

This policy shall be suspended and the limitations therein shall not apply in the event that the New York State Governor, or the President of the United States, declares a State of Emergency affecting public assembly or public meetings.