

ADDENDUM B:
Written Procedures Governing Member
Remote Attendance in Albany County

Source of Authority. These procedures are established pursuant to Public Officers Law § 103-a(2)(b), and as authorized by Local Law “G” for 2022 by the Albany County Legislature.

Amendment. These procedures may be amended by the Presiding Officer or, in their absence, Alternate Presiding Officer (as defined by Local Law “G” for 2022) of any public body to which they apply at any time consistent with Public Officers Law, Article 7, provided that such amendments shall not be effective until they are posted publicly on the affected public body’s website.

Scope. These procedures apply to all meetings of public bodies (as defined by NYS law) which currently exist and which are established pursuant to the Albany County Charter and/or are under the supervision of the Albany County Legislature.

Public Attendance. Except for such meetings or portions of meetings that are permitted to be closed to the public pursuant to Public Officers Law, Article 7, the public shall be permitted to attend any meeting at the publicly noticed physical location(s) for such meeting. At any meeting at which the public is permitted to participate, the public may also attend and participate via videoconferencing. Each public body to which these procedures apply must arrange for the capability of the public to attend and participate in meetings via videoconferencing.

Member Remote Attendance. Members of public bodies established pursuant to the Albany County Charter and/or under the supervision of the Albany County Legislature may attend and participate at meetings remotely via videoconferencing where:

A quorum of the body is present at the publicly noticed physical location(s) for such meeting; and

To the extent practicable, the Member submits a request in writing to the Presiding Officer or, in their absence, Alternate Presiding Officer (as defined by Local Law “G” for 2022) of the public body, explaining in detail the extraordinary circumstances which preclude their in-person attendance, including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event (as those terms are defined by Local Law “G” for 2022) and providing appropriate documentation as applicable;

The Presiding Officer or, in their absence, the Alternate Presiding Officer (as defined by Local Law “G” for 2022) of the public body approves such request.

Dispute Regarding Approval by Presiding Officer. To the extent that the aforementioned approval by the Presiding Officer or, in their absence, Alternate Presiding Officer (as defined by Local Law “G” for 2022) is disputed, the public body shall resolve said dispute pursuant to the procedures in place in their bylaws, or in the event no bylaws exist, pursuant to the procedures outlined in the most recent version of Robert’s Rules of Order.

Record of Remote Attendance. The written explanation submitted by the Member, if approved, shall be made part of the record for such meeting, and posted on the Council’s webpage for such meeting, provided that it may be redacted or summarized to protect any person’s medical information, personal information related to minors, and to protect any person’s safety. Where a vote is taken, it shall be clearly recorded which members, if any, voted remotely.

Powers Reserved. The Presiding Officer or, in their absence, Alternate Presiding Officer (as defined by Local Law “G” for 2022) of the public body reserves the power, pursuant to Public Officers Law, to waive the in-person requirements for any or all of the meetings of the public body during a state disaster or local state of emergency declaration if the Presiding Officer or, in their absence, Alternate Presiding Officer (as defined by Local Law “G” for 2022) of the public body determines that the circumstances necessitating such declaration would affect or impair the ability of the public body to hold an in-person meeting.