



BROOKLYN COMMUNITY BOARD 13
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ANTONIO REYNOSO
Borough President

LUCY MUJICA DIAZ
Chairperson

EDDIE MARK
District Manager

New General and Committee Meeting Procedures

Effective July 3, 2023

As voted at the June 28, 2023, board meeting by a vote of 19 in favor; 16 opposed, 0 abstentions and 0 recusals

Open Meeting amended procedures provided by NYS Open Meeting Law Chapter 56 of the Laws of 2022, as set forth in this resolution to permit modified hybrid meetings.

1. Full board meetings will be held in person.
2. Committee and Ad Hoc meetings will be hybrid.
3. Hybrid meetings *may be held* with some members attending remotely, but a quorum of board members must attend in person.
4. The circumstances or conditions under which members will be permitted to participate from remote locations are as follows (circumstances should qualify as “extraordinary”):
 - (a) Unexpected disability, illness, caregiving responsibilities and weather conditions that prevent safe travel conditions for those with accessibility needs.
 - (b) Medical condition creating vulnerability to COVID, verified with a doctor’s note.
5. Meeting procedure for remote attendance requires the following criteria:
 - (a) When a member attends virtually, the name and specific reasons for virtual attendance must be noted in the board minutes or audibly stated for the meeting recording when a note taker is not present.
 - (b) Any member participating virtually cannot be counted toward quorum but will be allowed to vote.
 - (c) Any participating member appearing virtually must at all times be able to be “heard, seen and identified”, i.e. they must be continuously visible on video with identification.
 - (d) The public and presenters will be permitted to attend remotely and participate.