



**New York City Commission on Human Rights
Procedures for Videoconferencing
Pursuant to Public Officers Law § 103-a**

Adopted September 15, 2026

In compliance with Public Officers Law (“POL”) § 103-a(2)(a), the Commission adopted a resolution authorizing the use of videoconferencing to conduct meetings that are subject to POL Article 7 (“Meetings” and each a “Meeting”). The following procedures apply to remote participation by members from private locations and are established to satisfy the requirement of POL § 103-a(2)(b).

1. Members shall be physically present at any Meeting unless such member is unable to be physically present at any Meeting location due to extraordinary circumstances. For purposes of these procedures, extraordinary circumstances include disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at a Meeting in accordance with POL § 103-a(2)(c).
2. Except in the case of executive sessions, the Commission shall ensure that members can be heard, seen and identified, while any Meeting utilizing videoconferencing is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon in accordance with POL § 103-a(2)(d).
3. The minutes of the Meetings involving videoconferencing shall include which, if any, members participated remotely and shall be available to the public in accordance with POL § 103-a(2)(e).
4. If videoconferencing is used to conduct a Meeting, the public notice for the Meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such Meeting, where required documents and records will be posted or available, and identify the physical location for the Meeting where the public can attend in accordance with POL § 103-a(2)(f).
5. Each Meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the Commission’s public website within five business days following the Meeting, and shall remain so available for a minimum of five years thereafter and such recordings shall be transcribed upon request, in accordance with POL § 103-a(2)(g).
6. If videoconferencing is used to conduct a Meeting, the Commission shall provide the opportunity for members of the public to view such Meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized and shall ensure that videoconferencing authorizes the same public participation or testimony as in person participation or testimony in accordance with POL § 103-a(2)(h).



-
7. By electing to utilize videoconferencing to conduct its Meetings, the Commission must maintain an official website in accordance with POL § 103-a(2)(i).
 8. These procedures shall be conspicuously posted on the Commission’s public website in accordance with POL § 103-a(2)(b).
 9. Open Meetings of the Commission that are broadcast or that use videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines in accordance with POL § 103-a(5). For purposes of this procedure, “disability” shall have the meaning defined in Executive Law § 292.
 10. The in-person participation requirements of these procedures and POL § 103-a(2)(c) shall not apply during a state disaster emergency declared by the governor pursuant to Executive Law § 28, or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to Executive Law § 24, if the Commission determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Commission to hold an in person Meeting in accordance with POL § 103-a(3).