



THE CITY OF NEW YORK

MANHATTAN COMMUNITY BOARD 7

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Date: July 14, 2022

Task Force of Origin: In-Person and Remote

Re: Hybrid meetings and the OML

Full Board Vote: 29 In favor 5 Against 0 Abstentions 0 Present

Committee: 8-1-0-0. Non-Committee Board Members: 5-0-0-0.

Community Board 7 / Manhattan **will institute** Open Meeting amended procedures provided by New York State Open Meeting Law Chapter 56 of the Laws of 2022 as set forth in this resolution to permit modified hybrid meetings.

NOW THEREFORE BE IT RESOLVED:

1. Procedures will apply to committees and task forces as well as the full board.
2. Meetings can be held with some members attending remotely, but a quorum of the board members will be present at one or more specific in-person locations. These locations will provide for attendance by the public.
3. The specific circumstances or conditions under which members will be permitted to participate from remote locations for any meeting are as follows:
 - a. Circumstances shall qualify as extraordinary. Examples of extraordinary circumstances include permanent or unexpected disability, illness, unexpected caregiving responsibilities, unexpected work travel, unexpected weather conditions that prevent safe travel conditions for those with accessibility needs, and medical conditions creating vulnerability to COVID.
 - b. Decisions about which members may participate virtually at Full Board meetings and at Committee meetings will be forthcoming upon further Task Force discussions and a Full Board resolution. The CB7 Task Force recommends that any decision on Committee virtual participation should be standard across all Committees and task forces.
4. Meeting procedures for remote attendance requires the following criteria: When a member attends virtually, the name and reason for virtual attendance be noted in the board minutes or audibly stated for the meeting recording when a note taker is not present.
 - a. Any members participating virtually cannot be counted toward quorum, but still will be able to vote at committee and Full Board meetings.
 - b. Any participating member appearing virtually must be able to be “heard, seen and identified.” In other words, they must be visible on video with identification as they would be if they were attending in-person.
 - c. The public will be able to attend remotely and participate in the public session as those members of the public attending in person.
 - d. Meetings where members are participating virtually will 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.”
 - e. Notices of meetings where there will be virtual participation by board members shall set forth that fact, and in addition to listing the physical location(s) where the public can attend, provide information as to how the public can participate virtually. The notice should also state where members of the public can locate documents relevant to the matters to be considered at the meeting.
 - f. Minutes of meetings where there was virtual participation must be posted within the time set forth in Sec. 106 of the POL, (two weeks) and a transcript of the meeting shall be available on request. In addition to regular attendance information, the minutes must identify which members of the board participated virtually and set forth the general reason justifying such attendance.

5. CB7 expects to continue to define and set procedures for the implementation of the hybrid option enabled by this resolution.

BE IT FURTHER RESOLVED THAT Community Board 7 / Manhattan **shall comply** with a State or local government declaration of emergency which includes suspension of the Open Meetings Law and permits the use of videoconferencing to conduct its meetings.