

**Procedures Relating to the Meeting Participation of Board Members
Using Videoconferencing or Similar Technology**

Exhibit A to the Resolution of the Board Dated February 3, 2025

In compliance with section 103-a of the Open Meetings Law of the New York Public Officers Law, the New York City Water Board (the “Board”), following a public hearing that was held on January 24, 2025, authorized by resolution on February 3, 2025 the limited use of videoconferencing as described herein.

The following procedures hereby establish the Board’s written procedures, for purposes of satisfying the requirements of section 103-a of the Open Meetings Law and for purposes of allowing a member of the Board to participate in the Board’s meetings on a limited basis through the use of videoconferencing technology:

1. All Board members must be physically present at the Board’s meetings, unless a member cannot physically attend the meeting due to extraordinary and unforeseeable circumstances.
2. For purposes of allowing the use of videoconferencing by a member on a limited basis, extraordinary and unforeseeable circumstances may include a Board member or dependent of a Board member experiencing a medical problem of a physical nature that is of significant scope and that impairs the freedom of movement of the member or their dependent, a Board member located outside of the New York City metropolitan region for extraordinary and unforeseeable reasons, or a Board member experiencing a family or housing emergency of significant scope that impairs the freedom of movement of the member.
3. If a member wishes to participate in the meeting through videoconferencing due to extraordinary and unforeseeable circumstances, the member must notify the Board’s Chairperson, Executive Director, and Treasurer at least four business days prior to the scheduled start of the meeting.
4. In the event that the extraordinary and unforeseeable circumstances occur in such a manner that four business days prior notice is not possible, then the Member may request a videoconferencing accommodation no later than 4:00pm Eastern time on the day prior to the meeting.
5. The Board’s Executive Director and Treasurer will, in consultation with the Board’s Secretary, determine the extent to which videoconferencing will be made available, taking into account technical and public notification requirements. At the beginning of a Board meeting at which a member is participating by videoconferencing, the Board’s

Chairperson shall publicly announce the names of those members who will join the meeting by means of videoconferencing.

6. A member who participates from a remote location pursuant to this policy will not count toward a quorum of the Board's meeting unless otherwise provided for by section 103-a. The member participating remotely may vote and participate in the meeting through the use of videoconferencing.
7. The Board will ensure that the member participating by videoconference can be seen, heard, and identified.
8. The Board will record the meeting and make the recording available on its website.
9. If videoconferencing due to extraordinary and unforeseeable circumstances is made available to a Board member, members of the public will also have a chance to view the meeting. Regardless of whether videoconferencing is available, members of the public are not provided with an opportunity to participate in the Board's public meetings, as distinct from its public hearings, except through written comments sent to the Board before or after the meeting.
10. A Board member may participate in Board meetings and count toward the meeting quorum if the Board member has a medical disability that is documented within the meaning of Section 292 of the New York Executive Law, also known as the New York State Human Rights Law.