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# Community Board No. 2

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*Debra Markell Kleinert*

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## **Queens Community Board 2 Remote Meeting Participation Policy and Procedures**

### **Policy Purpose:**

Queens Community Board 2 (CB2) recognizes the importance of ensuring transparent, accessible, and inclusive public meetings while adhering to the New York State Open Meetings Law's provisions concerning in-person and remote participation.

In compliance with the Open Meetings Law, CB2, following a public hearing, authorized on February 1, 2024, the use of videoconferencing as described in Public Officers Law Section 103-a and the procedures below.

### **Procedures:**

1. **Quorum Requirement:** A quorum (50 percent plus one) of CB2 members must be physically present in the same location that is accessible to the public to conduct remote meetings.
  - a. Board members with existing disabilities may participate remotely and count towards quorum.
2. **Request for Remote Participation:** A member may participate remotely only if they are unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances. Extraordinary circumstances include disability, illness, caregiving responsibilities, or other significant or unexpected factors or events preventing physical attendance, unless otherwise protected under the law. Members seeking to attend meetings remotely due to extraordinary circumstances must notify the CB2 office with as much advance notice as possible, at a minimum of four (4) hours prior to the scheduled meeting notice.
3. **Identification and Participation:** Members attending meetings remotely must do so by videoconferencing and ensure they can be heard, seen, and identified by both CB2 members and the public while the meeting is being conducted.

*"Serving the Communities of Long Island City, Sunnyside, Woodside, and Maspeth"*

4. Recording and Transparency: Meeting minutes shall specify which members participated remotely. Recordings of all public meetings shall be posted on the CB2 website within five business days and remain accessible for a minimum of five years upon request.
5. Public Access: CB2 shall provide the public with equal opportunity to view and participate in meetings, regardless of whether participants are attending in-person or remotely.
6. Accessibility Compliance: CB2 shall utilize technology to ensure access by members of the public with disabilities in accordance with the Americans with Disabilities Act (ADA), as amended, and corresponding guidelines as well as applicable state and local law.
7. Posting and Review: This policy will be posted on the CB2 website and reviewed as needed to remain in compliance with state law and best practices.