

**County of Chautauqua Industrial Development Agency (“CCIDA”), Chautauqua Region
Economic Development Corporation (“CREDC”) and Chautauqua County Capital
Resource Corporation (“CRC”)**

**PROCEDURES FOR VIDEOCONFERENCING PARTICIPATION
PURSUANT TO PUBLIC OFFICERS LAW SECTION 103-A**

This Videoconferencing Participation Policy (“Policy”) shall apply to the County of Chautauqua Industrial Development Agency (“CCIDA”) and its affiliates: Chautauqua Region Economic Development Corporation (“CREDC”), Chautauqua County Capital Resource Corporation (“CRC”) and any other affiliated entities that may hereafter be established (hereinafter collectively referred to as the “Agency”).

In compliance with New York Public Officer’s Law (“POL”) § 103-a(2)(a), the Agency, following a public hearing, authorized the use of videoconferencing as described in POL Section 103-a by resolution(s) dated October 28, 2025.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that “public bodies” must establish written procedures governing member and public attendance to permit its members to participate in Board and Committee meetings by videoconferencing from private locations, under Extraordinary Circumstances.

1. Agency Member Attendance:

A. All members of the Agency (“Members”) shall be physically present at the location(s) of the public meeting unless a Member cannot be physically present at the public meeting for one (1) or more of the circumstances enumerated in subsection B herein.

B. Members may be excused from physically attending any public meeting of the Agency, and may instead attend via videoconferencing from a private location, if any of the following circumstances (thereinafter “Extraordinary Circumstances”):

- (i) Disability of a Member.
- (ii) Illness of a Member.
- (iii) The Member has caregiving responsibilities for:
 - (a) one (1) or more dependents, or
 - (b) family member(s) with an illness or disability.

C. Notification of Agency.

- (i) In the event a Member is unable to be physically present at the designated public meeting location(s) and wishes to participate by videoconferencing from a private location due to an Extraordinary Circumstance, the Member shall notify the Agency by submitting the form attached hereto as

Exhibit A at least seventy-two (72) hours prior to the scheduled meeting to the President/CEO of the Agency to ensure proper notice of the meeting and related videoconference is given to the public.

- (ii) In the event an Extraordinary Circumstance arises within seventy-two (72) hours of the scheduled meeting, the Member shall notify the President/CEO of the Agency immediately by submitting the form attached hereto as **Exhibit A**. The President/ CEO, may, in his or her discretion, amend the public notice of meeting or reschedule the meeting, if practical.
- (iii) In the event a Member has a disability under Section 292 of the Executive Law, the Member shall notify the President/ CEO not less than seventy-two (72) hours prior to each scheduled meeting by completion of the form attached hereto as **Exhibit A**, as may be amended from time to time by the President/ CEO in consultation with the Board Chair.

2. Public Attendance:

A. Members of the public shall be allowed to attend any public meeting conducted via videoconferencing at the physical location of the meeting, or via videoconferencing if a Member of the Agency attends via videoconferencing.

3. Rules and Procedures for Public Meetings Conducted Via Video Conference:

A. A quorum of Members participating in the meeting must be physically present at the meeting location(s) open to the public for the meeting to be properly convened. Members participating in the meeting via videoconferencing shall not count towards quorum requirements for the meeting but may participate and vote if a physical quorum of the Members exists. Notwithstanding the in person quorum requirements set forth in this Policy, any Member who has a disability as defined in § 292 of the New York State Executive Law,¹ where such disability renders such Member unable to participate in-person at any such meeting location(s) where the public can attend, shall be considered present for purposes of fulfilling the quorum requirements at any meetings conducted through videoconferencing pursuant to this Policy.

B. Except in the case of executive sessions conducted pursuant to POL § 105, Members must be able to be seen, heard and identified by other Members and the public during any matter formally discussed or voted on, including, but not limited to, motions, proposals, and resolutions. This shall include the use of first and last name placards placed physically in front of the Members or, for Members participating by videoconferencing from a private location, such Members shall ensure their names appear on their videoconferencing screen or video feed.

C. If public comment or participation in the meeting is authorized or required, the video feed, and public participation therein, must be in real time, and the Agency shall ensure the

¹ Pursuant to New York State Executive Law §292(21), the term “disability” shall mean “(a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment.”

meeting is conducted in a manner ensuring virtual public participation or testimony equal to in-person participation or testimony.

D. The meeting minutes for a meeting where a Member attends via videoconferencing shall include which Members participated remotely, and the meeting minutes shall be made available to the public pursuant to POL § 106.

E. The public notice for any meeting held via video conference shall include the following information:

- (i) Notification that videoconferencing will be used to conduct the meeting;
- (ii) Identification of where the public can view and/or participate in the meeting, including:
 - (a) the physical location(s) of the meeting; and
 - (b) any web addresses for video links; and
- (iii) Identification of the location(s) where any required documents and/or records will be posted or available for public viewing.

F. Each open portion of meetings held via videoconference must be recorded. The recording:

- (i) Must be posted or linked on the website of the Agency within five (5) business days of the meeting;
- (ii) Must remain available for a minimum of five (5) years after it is posted; and
- (iii) Shall be transcribed upon written request subject to any reasonable fees for the production thereof.

G. Meetings held via video conference must utilize technology to permit access by individuals with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and the corresponding guidelines thereto. For purposes of this section, the term “disability” shall have the meaning defined in New York Executive Law § 292.

4. Miscellaneous.

A. The in-person participation requirements of 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 emergency proclaimed by the chief executive of a county, city village or town pursuant to Executive Law § 24 if the Agency determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Agency to hold an in-person meeting.

B. These procedures shall be conspicuously posted on the Agency’s website.

EXHIBIT A

**REQUEST FOR VIDEOCONFERENCING PARTICIPATION
PURSUANT TO PUBLIC OFFICERS LAW SECTION 103-A**

Meeting Date:	
Name of Member:	
Agency Membership:	
Reason for Physical Absence (Check All That Apply):	☐ Disability of the Member. ☐ Illness of the Member. ☐ The Member has caregiving responsibilities for: ☐ one (1) or more dependents, or ☐ family members with an illness or disability. ☐ Executive Law § 292 Disability of the Member ²
Description of Absence: (Summarize)	

For Agency Use Only:

<u>Date Request Received:</u>	
<u>Date Request Approved:</u>	
<u>Request Approved By:</u> (Print Name)	
<u>Signature:</u>	

Reviewed and Adopted this 28th day of October, 2025 by the respective Boards of each Agency referenced above.

² A Member with a Disability under Section 292 of the Executive Law that prevents their in-person participation at meetings may still be considered present for purposes of quorum.