

ALBANY CSO POOL COMMUNITIES CORPORATION

Open Meetings Law Notice and Posting Policy Adopted by the Board of Directors July 9, 2015

Section 1 - Purpose and Scope

- A. Official meetings of the Albany CSO Pool Communities Corporation Board are for the purpose of conducting public business and are open to the public.
- B. This Policy and Standard Operating Procedure provides the Corporation's policy and procedures concerning posting notice and informing the media of upcoming Board meetings.

Section 2 – Responsibility of Posting Notice for Meetings

- A. The Corporation is responsible for ensuring compliance with the procedures herein, and designates staff of the Capital District Regional Planning Commission (CDRPC) to draft all meeting notices, arrange for the posting of notices, and notify the media on behalf of the Board where applicable.
- B. No less than 3 business days (72 hours) in advance of a meeting of the Board scheduled 1 week or more in advance, CDRPC will post the meeting notice(s) on the Albany CSO Pool Communities Corporation webpage, hosted by CDRPC at <http://cdrpc.org/>
- C. No less than 3 business days (72 hours) in advance of a scheduled meeting, CDRPC will email meeting notices to the Albany Times Union and Troy Record.
- D. No less than 5 business days in advance of a scheduled meeting, CDRPC will provide to Corporation board members an electronic copy of the meeting notice for each of the Pool Communities to post.
- E. Each of the board members shall designate and utilize a posting location that is accessible and visible to the public. No later than 3 business days (72 hours) in advance of a scheduled meeting, each the Pool Communities shall post the notice of the upcoming meeting in the designated posting location, and to the extent practicable, in an appropriate place on their websites. The same posting location requirements apply for emergency meetings.
- F. For meetings scheduled less than a week in advance, notice shall be given within a reasonable time frame, and posted in accordance with the above procedures to the extent practicable.

Section 3 – Content of the Public Notice

- A. The public notice shall include the name of the entity (“Albany CSO Pool Communities Corporation”), date, time, and location of the scheduled meeting, the type of meeting

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being held (e.g., regular, committee, or special), and feature contact information for the CDRPC program manager.

Section 4 – Public Meeting cancellation

- A. Notice of a cancellation or postponement of a meeting of the Corporation’s Board shall be posted at each location(s) where the Board posts its meeting notices.
- B. If the meeting is rescheduled, the public notice for the rescheduled meeting shall comply with the same posting requirements established under this policy in the same manner as the meeting that was originally scheduled.