

**POLICY AUTHORIZING THE USE OF VIDEOCONFERENCING, INCLUDING  
IN EXTRAORDINARY CIRCUMSTANCES BY THE  
CAPITAL DISTRICT REGIONAL PLANNING COMMISSION**

October 19, 2022

The Capital District Regional Planning Commission (CDRPC) hereby establishes the following guidelines and procedures for using videoconferencing:

1. CDRPC members shall be physically present at all meetings unless a member is unable to be physically present due to extraordinary circumstances, as determined by the Chair of the Board, which shall include:
  - a. Disability
  - b. Illness
  - c. Caregiving responsibilities
  - d. Family death
  - e. Lack of transportation to/from the meeting
  - f. Weather
  - g. Other significant or unexpected factors or events which precludes an CDRPC member's physical attendance at a meeting.
2. Any CDRPC member who participates at a physical location that is open to in-person physical attendance by the public (and which location has been included in the meeting notice) may count toward a quorum and may fully participate and vote in the meeting. If there is a quorum of members at a physical location open to the public, CDRPC may properly convene a meeting.
3. A CDRPC member who is participating from a remote location due to extraordinary circumstances that is not open to in-person physical attendance by the public may not be counted toward a quorum of the public body. Said CDRPC member may participate and vote if there is a quorum of members at a physical location open to the public.
4. If CDRPC uses videoconferencing to conduct a meeting, the public notice for the meeting must inform the public that videoconferencing will be used and that one or more members may be participating via videoconference due to extraordinary circumstances and must include directions for how the public can view or participate (if participation is permitted) in such meeting. CDRPC shall provide the opportunity for members of the public to view the meeting, using remote technology or in person, in real time.
5. The minutes of all CDRPC meetings involving videoconferencing shall include which, if any, CDRPC members participated remotely.

6. Any CDRPC member appearing by videoconference shall be on video and remain on video for the duration of the meeting unless said member has a conflict of interest with an item in the agenda and said member leaves the meeting while the topic is discussed.

7. All CDRPC meetings conducted using videoconferencing shall be recorded and such recordings posted or linked on the CDRPC website within five (5) business days following the meeting and shall remain so available for a minimum of five (5) years thereafter. Such recordings shall be transcribed upon request,

Additionally, in-person participation requirements of Public Officers Law above shall not apply during a State disaster emergency declared by the Governor pursuant to section twenty-eight of the executive law, or a local State of emergency proclaimed by the chief executive of a county, city, village or town pursuant to section twenty-four of the executive law, if the public body determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in-person meeting,

This authorization extends to all committees and subcommittees of CDRPC.