

## **Videoconference Policy**

It is at times, under special legal circumstances, necessary for the Town of Olive to utilize videoconference technology for the purpose of remotely holding public meetings. The use of this technology requires certain procedures the Town boards, committees and councils must adhere to in order to meet legal public meeting requirements. The policies and procedures below are to be followed to comply with these requirements:

- Videoconference is defined as communication conducted between two or more persons in which one or more of the participants communicate with the other participants through duplex audio and video signals transmitted over a telephone network, a data network, or the internet.
- All meetings must adhere to NYS laws regarding public notice of the location, date and time the meeting can be viewed or heard. A prior public notice of one week is generally required.
- Every meeting will have a technical facilitator responsible for the procedures and technical aspects of the videoconference and must test the video and audio at least 15 minutes prior to the meeting.
- All videoconferences must be made available to be viewed live by the public during the meeting.
- The public is NOT permitted to comment during videoconference meetings unless asked to join by the participants and/or the facilitator.
- Audio and video of each participant must be clearly identifiable to the participants and the viewing public.
- A quorum of official meeting participants must be online to hold the videoconference with two-way audio and video available for each participant.
- All videoconferences must engage strict security measures that allow only sanctioned participants.
- Please be aware of the public nature of the videoconference especially for participant privacy and keep the meeting professional in appearance and decorum.
- Videoconferencing participants must turn off cell phones not required for the meeting and be provided instructions by the facilitator on how to best facilitate speaking procedures during the meeting.
- All videoconference meetings are recommended to follow Robert's Rules of Order.
- All videoconferences are to be recorded and archived to become a permanent public record and available to the public.
- All videoconferences must have a recording clerk/secretary present during the meeting.
- All videoconferences must have meeting minutes drafted by the recording clerk/secretary of any actions taken at the meeting.
- All drafted videoconference meeting minutes must be submitted by the recording clerk/secretary to the Town Clerk within 10 days.
- All drafted videoconference meeting minutes must be approved at the following meeting and made a permanent public record.