

**Village of Pittsford**  
**Local Law No. \_\_\_\_\_ of 2025**

**A Local Law Adding Article II to Chapter 9  
of the Code of the Village of Pittsford**

**WHEREAS**, the Board of Trustees of the Village of Pittsford has decided to enact a local law for the purpose of allowing Board Member attendance by videoconferencing; and

**NOW, therefore be it resolved**, that the Board of Trustees of the Village of Pittsford hereby adds Article II to Chapter 9 of the Code of the Village of Pittsford as follows:

Article II

Board Member Attendance by Videoconference

**§ 9-7. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

EXTRAORDINARY CIRCUMSTANCES – Disability, illness, caregiving responsibilities, or any other significant and unexpected factor or event that precludes the member’s physical attendance at such meeting.

**§ 9-8. Videoconferencing Authorized.**

The Village of Pittsford Board of Trustees authorizes its members, the members of the Village of Pittsford Historic Preservation Board, the members of the Village of Pittsford Zoning Board of Appeals, and the members of the Village of Pittsford Planning Board who experience an extraordinary circumstance, as defined in § 9-7 above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference:

- A. So long as a quorum of the members attend in person at one or more locations open to the public;
- B. As long as the members can be seen, heard and identified while the open portion of the meeting is being conducted; and
- C. As otherwise permitted under § 103-a of the Public Officers Law (Open Meeting Law).

**§ 9-9. Effective Date.**

This local law shall take effect immediately upon its adoption by the Board of Trustees of the Village of Pittsford and the filing thereof with the New York Secretary of State.

## **Village of Pittsford Videoconferencing Policy and Procedure**

The following shall apply to the Board of Trustees, the Planning and Zoning Board the Historic Preservation Board, of the Village of Pittsford relative to public meetings thereof, all consistent with NY Open Meetings Law and the Village of Pittsford Videoconferencing Local Law:

1. **Physical Presence of Members Unless Extraordinary Circumstances.** In order to participate as a member of one of the above stated public bodies during a public meeting, such member shall be physically present at the public meeting unless such member is unable to be physically present at any meeting location due to extraordinary circumstances including: disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes a member's physical attendance at such meeting, in which case the member may participate via videoconferencing as set forth herein. Physical absence and written request to participate via videoconference, with an explanation of the extraordinary circumstances, shall be noticed to the Village Clerk and all remaining Board members.
2. **Physical Location Quorum for Videoconferencing.** A public body may, in its discretion, use videoconferencing to conduct its meetings, provided that a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location or locations where the public can physically attend, and all other requirements set forth herein have been met.
3. **Members Viewable and Audible.** Except during an executive session, the public body shall ensure that the members of the public body can be heard, seen and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon, whether such member(s) are physically present or participating via videoconferencing.
4. **Public Participation in Videoconference.** If videoconferencing is used to conduct a meeting, the public body shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized, including that the videoconferencing authorizes the same (except in the case of executive sessions).
5. **Notice.** If videoconferencing is used to conduct a meeting, the public notice for such meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.
6. **Minutes.** Minutes of any meetings which involves videoconferencing shall include which, if any, members participated remotely and shall be made available to the public pursuant to NY Open Meetings Law.
7. **Recordings and Transcription.** Each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the Village's 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.
8. **State of Emergency.** Provisions of this Policy may be waived or altered during a State of Emergency, all in accordance with NY Open Meetings Law.
9. **Policy on Website.** This Policy shall be posted on the Village of Pittsford website.