

Pine Plains Free Library

111.C. Open Meetings

The Board of Trustees recognizes the following points as established within the Open Meetings Law of 1977 as amended:

- A "meeting" is defined to mean "the official convening of a public body for the purpose of conducting public business."
- Any time a quorum of a public body gathers for the purpose of discussing public business, the meeting must be convened open to the public, whether or not there is intent to take action.
- A meeting cannot validly be held by telephone or through the use of email.
- A public body may permit the public to speak at open meetings, but is not required to do so.
- Committees and subcommittees consisting solely of members of a governing body are specifically included in the definition of "public body."
- The law requires that notice of time and place of all meetings be given prior to every meeting.
- When a meeting is scheduled less than a week in advance, public notice must be given "to the extent practicable" at a reasonable time prior to the meeting.
- If records that are scheduled to be discussed during an open meeting are available under FOIL or consist of a proposed resolution, rule, regulation, policy or any amendment thereto, the record is required to be made available "to the extent practicable" online and in response to a request to inspect prior to or during a meeting.
- An executive session is not separate from an open meeting, but rather is defined as a portion of an open meeting during which the public may be excluded.
- To hold an executive session, the law requires that the public body do so upon motion and majority vote and which must identify the general area or subject to be considered, as prescribed by law.
- An executive session can be attended by any person(s) authorized by the public body.
- Minutes of an open meeting must consist of a "record or summary of all motions, proposals, resolutions, and any other

matter formally voted upon and the vote thereon." No minutes of executive sessions are required if no action is taken.

- A voting record must be compiled that identifies how individual members voted in every instance in which a vote is taken. Eg. A unanimous vote speaks for itself. An affirmative vote of six out of seven members might be identified as being carried, with a specific member identified as the nay vote.
- The law does not require the approval of minutes, but directs that minutes of open meetings be prepared and disclosed within two weeks.

Adopted: April 21, 2014