IURA Board & Committee In-Person/Hybrid Public Meetings

The IURA no longer exclusively conducts its Public Meetings remotely. Meetings must be conducted in person, complying with NYS Open Meeting Law (OML), to provide an opportunity for the public to attend, listen, and observe meetings at the same location. IURA Board and Committee members are therefore required to meet at City Hall (Common Council Chambers, Third Floor, 108 E. Green St., Ithaca, NY 14850) and the public is welcome to attend/participate. Upon entering City Hall, the public will be asked to sign in with the Security Desk, before proceeding to the meeting room.

Video-Conferencing Meetings

In addition to the standard in-person meeting format, IURA Board and Committees will continue to use internet-based video-conferencing services (i.e., ZOOM and YouTube) for many of their Public Meetings, since it remains a valuable tool to increase public engagement, reduce administrative burdens on staff, and provide flexibility for Board and Committee members when extraordinary circumstances or emergencies prevent in-person attendance.

The following requirements and procedures apply whenever video-conferencing is employed:

1. A minimum number of IURA Board/Committee members necessary to constitute a QUORUM must be physically present at the meeting.
2. Each IURA Board/Committee member must be physically present — unless unable due to EXTRAORDINARY CIRCUMSTANCES (including but not limited to: disability, illness, caregiving responsibilities, or other significant or unexpected factor or event).
3. The IURA Board/Committee Chair (or other presiding officer) shall determine if extraordinary circumstances exist, although any Board/Committee member disagreeing with this determination may move to override the determination.
4. Except for occasional Executive Sessions, Board/Committee members attending by video-conference shall be clearly audible, visible, and identifiable while the meeting is conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. Video-conferenced members shall be entitled to participate in the meeting, cast votes, and take any other action, as if the member were physically present.
5. Minutes of any meeting involving video-conferencing shall identify which, if any, members participated remotely and shall be made available to the public.
6. Public notices and agendas for meetings involving video-conferencing shall inform the public that video-conferencing will be used, how the public can view and/or participate in the meeting, where associated documents will be posted or available, and identify the meeting’s physical location to be able to attend in person. Agendas will always be posted to the City of Ithaca’s “Agenda Center” web page.
Each video-conferenced meeting shall be recorded on YouTube, with recordings available on the City of Ithaca’s YouTube channel no later than 5 business days after the meeting.

The IURA Board/Committees shall not be required to record or transcribe any Executive Session portion of a meeting, or any other portion of a meeting which the public is not entitled to attend.

Video-conferenced meetings will provide the opportunity for the public to view the meeting via video, and, when applicable, to comment or participate via video-conferencing in real-time, affording the same opportunity for public participation as in-person participation.

IURA staff and any other meeting participants in video-conferenced meetings may be permitted, at the sole discretion of the Chair (or other presiding officer), to participate by video-conferencing (or through other remote means) to enable them to be heard contemporaneously during the meeting.

Notwithstanding the foregoing, in-person participation requirements shall not apply during a state disaster emergency declared by the Governor pursuant to Section 28 of the executive law, or a local state of emergency proclaimed by the Mayor or chief executive of Tompkins County, if the IURA Board/Committee determines the circumstances necessitating the emergency declaration would affect or impair the ability of the IURA Board/Committee to hold an in-person meeting. In the event of such determination, no physical location need be identified or made available to the public for in-person attendance, and all members and non-members may participate remotely.

A non-interactive live-stream of the meeting should always be accessible to view on the City of Ithaca’s YouTube Public Meetings channel: https://www.youtube.com/channel/UC7RtJN1P_RFaFW2lVCnTrDg. (Because of a slight delay in launching the live-stream, the video may begin a few minutes before the meeting is formally convened.) YouTube video recordings shall also always remain available to view after meetings on the YouTube channel.

PUBLIC COMMENTS: Members of the public who would like to deliver VERBAL comments during a meeting (3-min. max.) are strongly encouraged to do so using the Zoom link and log-on credentials listed on the
meeting’s agenda, although they are welcome to do so in person at City Hall. WRITTEN public comments may be submitted in advance of the meeting, using the instructions listed on that meeting’s agenda.

**ZOOM INSTRUCTIONS:** If you are unfamiliar using ZOOM, please be sure to refer to the “Getting started guide for new users” web page at the following link: [https://support.zoom.us/hc/en-us/articles/360034967471-Getting-started-guide-for-new-users](https://support.zoom.us/hc/en-us/articles/360034967471-Getting-started-guide-for-new-users).

**AGENDAS, MINUTES, & OTHER DOCUMENTS:** Meeting agendas shall always be accessible on the City of Ithaca’s “Agenda Center” at: [www.cityofithaca.org/agendacenter](http://www.cityofithaca.org/agendacenter). All meeting minutes for both the IURA Board and its Committees are available on the City of Ithaca’s Laserfiche® document archive at: [https://lfweb.tomkins-co.org/WebLink/Browse.aspx?id=387788&dbid=13&repo=CityOfIthaca](https://lfweb.tomkins-co.org/WebLink/Browse.aspx?id=387788&dbid=13&repo=CityOfIthaca). All other documents related to the IURA’s organizational structure, operations, budgets, policies, reports, audits, and financial statements are accessible on the City of Ithaca’s “Document Center” at: [www.cityofithaca.org/DocumentCenter](http://www.cityofithaca.org/DocumentCenter) (see image below).

**IURA BOARD & COMMITTEES:** Information about the IURA Board and Committees, including Board/Committee responsibilities, membership, standing meeting schedules, can be found on the on the “Boards and Committees” web page at: [www.cityofithaca.org/542/Boards-and-Committees](http://www.cityofithaca.org/542/Boards-and-Committees).

**ACCESSIBILITY:** Anyone with a form of disability requiring specific accommodation to fully participate in a meeting, should contact the City of Ithaca Clerk’s Office at (607) 274-6570 at least 72 hours prior to the meeting, if at all possible.