



CITY OF NEW YORK

**MANHATTAN COMMUNITY BOARD FOUR**

424 West West 33 Street, Suite #580  
New York, NY 10001  
tel: 212-736-4536  
www.nyc.gov/mcb4

**JEFFREY LEFRANCOIS**  
Chair

**JESSE R. BODINE**  
District Manager

Jul 13, 2022

**Manhattan Community Board 4 Hybrid Meeting Policy**  
**June 2022 through July 2024**

At its regularly scheduled meeting on June 1<sup>th</sup>, 2022, Manhattan Community Board 4, after holding a public hearing, voted, with a vote of 44 in favor, 0 opposed, 2 abstaining, and 0 present not eligible, to approve the following amended procedures provided by New York State Open Meeting Law Chapter 56 of Laws of 2022 relating to Hybrid Public Meeting Policy.

**Background:**

On April 9, 2022, Governor Kathy Hochul signed Chapter 56 of the Laws of 2022 relating to the New York State budget for the 2022-2023 state fiscal year. Included is an amendment to subdivision (c) of section 103 of the public officers law, Part WW, to make permanent (until July 1, 2024) the expanded use of videoconferencing by public bodies to conduct open meetings, in very limited circumstances.<sup>1</sup>

**Manhattan Community Board 4 Hybrid Meeting Policy for Board Members**

- MCB4, at its discretion, will use videoconferencing to conduct public meetings provided that a number, sufficient to full fill quorum (50% +1), of current members are physically present in the same location. And those locations are accessible to the public.
- MCB4 members shall be physically present at all committee and full board meetings unless they are unable to due to extraordinary circumstances such as:
  - Disability
  - Illness
  - Unplanned and or emergency caregiving responsibilities
  - Other significant or unexpected factor or event which precludes the member's physical attendance
- MCB4 boards members looking to participate remotely will contact the Board Chair, District Manager and/or office staff, and relevant Committee Co-Chairs with their request in advance of the committee as soon as humanly possible.
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<sup>1</sup> [Bill Senate Bill 8006-C/Assembly Bill 9006-C – Part WW](#)

- MCB4 Members attending the meeting virtually will be required to be heard, seen, and identified by both MCB4 members and the public.
- The minutes of all public meetings involving videoconferencing shall include which, if any, members participated remotely and their extraordinary circumstance.
- MCB4’s meeting notices will 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.
- If videoconferencing is utilized, MCB4 will provide the opportunity for members of the public to view and participate in the proceedings via videoconference and in-person. Further, MCB4 will ensure that the public attending through videoconferencing will have the same quality of participation as the in-person participants do.
- Currently, Community Boards have limited authority to require its board members or members of the public to be vaccinated or masked.<sup>2</sup> However MCB4 will send a “Good Neighbor” letter to board members and the public outlining guidance from CDC and state and local Departments of Health. In addition, MCB4 will follow Federal, State, and City Health Guidance regarding maximum social distancing when holding in door meetings with population whose vaccination status is unknown.
- The in-person participation requirements defined in Part WW of the Open Meeting Law and in this policy may be lifted if the State or City declare a Disaster Emergency.
- The following section of the MCB4 Bylaws will be amended 30 days after the June 1<sup>st</sup> Full Board, allowing members ample time to review.
  - **Article III – Voting, Section E. Voting in Person**  
All voting in Board meetings or committee meetings shall be in person (*and/or by videoconference until July 1, 2024*) only. No proxy shall be accepted
- After a public hearing and Full Board approval this policy will be posted on the MCB4 website.
- MCB4 Office will work with Executive Committee to create any additional internal procedures needed.
- Said policy follows the recommendations and guidance from the Manhattan Borough President Mark Levine’s Office.<sup>3</sup>

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<sup>2</sup> [March 9, 2022 MBPO Memo to Community Boards re COVID Policy and Open Meeting Law](#)

<sup>3</sup> [April 29<sup>th</sup>, 2022 MBPO Memo to Community Boars re Open Law Provisions](#)

