

WHEATFIELD LOCAL DEVELOPMENT CORPORATION

POLICY REGARDING OPEN MEETINGS LAW

Adopted: May 23, 2016

A handwritten signature in black ink, appearing to be 'W. H. J.', is written to the right of the adoption date.

1. The Wheatfield Local Development Corporation, (LDC), is a "Public Body" and subject to the PUBLIC OFFICER LAW, ARTICLE 7.
2. Every meeting for which a quorum conducts public business shall be open to the general public, except when an executive session may be approved by a vote of the majority of members present.
3. Meetings shall be held in a facility which can accommodate members of the public, including those who may be handicapped.
4. Meetings shall be called in accordance with the procedures set forth in the LDC's By-laws. The Secretary shall send notice of meetings to all members of the Board of Directors and to the Attorney in the manner set forth in the By-laws.
5. The Secretary shall give the public notice of the time and place of a regular meeting by e-mailing local news media, posting on the LDC website at least 72 hours in advance of the meeting and posting on a public bulletin board.
6. For special meetings, public notice of the time and place shall be given to the news media and posted on the LDC website as early as practical, and posted on a public bulleting board.
7. Minutes shall be taken of all open meetings of the LDC, with tentative minutes posted to the LDC website with two weeks of the completion of a meeting.
8. Minutes and records transacted during open meetings are subject to FOIL. Upon receipt of a FOIL request, the Secretary shall make appropriate requested materials available or issue a response within one week from the date the FOIL request is received.