

WHEATFIELD LOCAL DEVELOPMENT CORPORATION

POLICY REGARDING OPEN MEETINGS LAW

Adopted: May 23, 2016
Revised: February 1, 2018



1. The Wheatfield Local Development Corporation, (WLDC), 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 WLDC’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 and then posting on the WLDC website at least 72 hours in advance of the meeting.
6. For special meetings, public notice of the time and place shall be given to the news media and posted on the WLDC website as early as practical.
7. Minutes shall be taken of all open meetings of the WLDC, with approved* minutes posted to the LDC website within 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.

*Policy revised at 2/1/18 Board meeting reflect change from “tentative” to “approved” minutes posted to website