

**RESOLUTION NO. -2021, AMENDING RESOLUTION
NO. 2-2021, ADOPTING RULES OF THE LEGISLATURE OF
THE COUNTY OF SUFFOLK**

WHEREAS, this Legislature adopts Rules of Procedure on an annual basis to govern the operation of the body for the upcoming session; and

WHEREAS, occasionally, the rules require updating when an unexpected need arises during the course of the session; and

WHEREAS, due to the COVID-19 pandemic, the Legislature will need to operate remotely for the foreseeable future, likely into the fall and beyond; and

WHEREAS, in order to ensure the proper functioning of the body and ensure the integrity of the record, reasonable regulations should be put into place governing the use of video conferencing by this Legislature; now, therefore be it

1st RESOLVED, that the 2021 Rules of the Suffolk County Legislature is hereby amended to include a new Rule 21 to read as follows:

RULE 21. VIDEOCONFERENCING

- A) Members shall be able to participate in meetings of the Legislature or its Committees via videoconferencing from a public location. For the purposes of this rule, public location shall mean any location that is readily accessible to anyone without a requirement to provide remuneration, entry tickets or proof of a membership in an organization to be in the location.
- B) Members must make a written request to appear via videoconferencing no less than seven (7) business days prior to the meeting from which they will be participating remotely to the Presiding Officer, Clerk of the Legislature and, when applicable, the Chairperson of the Committee. The member shall be responsible for obtaining a compliant space and the conduct of the public meeting at the satellite location in accordance with the Rules of the Legislature. The Legislature shall provide basic technology supplies and user fees to the Member, when necessary. The Presiding Officer shall determine the reasonableness of the location obtained and costs associated therewith. The address of the satellite location shall be published to the public at least five (5) business days prior to the applicable meeting(s).
- C) Members may participate using videoconferencing no more than 3 times per calendar year for meeting cycles occurring at the Hauppauge auditorium and may not utilize videoconferencing during consecutive meeting cycles. The legislative facilities at the Riverhead auditorium are not currently equipped to allow for videoconferencing participation. For the purposes of this paragraph, the utilization of videoconferencing shall be counted as a single instance based on the committee and general meeting cycle during which the request is made.

- D) To preserve the integrity of the votes taken during meetings using videoconferencing, all votes taken during such meetings shall be taken via roll call with all members using their microphones to vote.
- E) In the event members of the public present themselves at the satellite location and wish to speak in accordance with the Rules of the Legislature, the member shall be responsible for timing the speaker accordingly and obtaining all speaker card(s) and returning same to the Clerk of the Legislature within three (3) business days of the last meeting the member is participating remotely in for a given cycle.
- F) Members participating via videoconferencing shall only be considered present and participating for casting votes when the member can be both seen and heard. Members participating remotely shall keep the video feed from their location on throughout the meeting. Members who do not have the floor during a meeting shall keep their microphones muted, but will be considered present and participating. When voting, members will not be considered present and participating when off-screen, if either the video or audio of their connection is turned off while casting the vote, or when technical problems with either the video or audio occur.
- G) Members who are serving as the chairperson of a committee cannot participate through the use of videoconferencing while discharging their duties as chair. In the event a Member is unable to be physically present to serve as chairperson of a committee meeting and elects to attend via videoconferencing, the Presiding Officer shall serve as chair.
- H) Executive sessions which occur while members are utilizing videoconferencing shall be conducted in a breakout room or other similar device on the applicable videoconferencing platform utilized by the Legislature to ensure that only Members and appropriate staff are participating. Executive sessions involving videoconferencing shall not be recorded.
- I) In the event a state of emergency is declared for the County of Suffolk by the President of the United States, Governor of the State of New York, or Suffolk County Executive, any or all portions of Rule 21 may be waived by the Presiding Officer until such time as the state of emergency is lifted. The Presiding Officer will notify in writing the Members of the Legislature, Clerk of the Legislature and Counsel to the Legislature which portions of Rule 21 are to be waived pursuant to this paragraph and the period of such waiver.

and be it further

2nd **RESOLVED**, that the prior Rule 21 and Rule 22 are re-number in accordance with the 3rd RESOLVED clause;

RULE [21.]22. ROBERT'S RULES OF ORDER

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RULE [22.]23. AMENDMENTS

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[] Brackets denote deletion of existing language
___ Underlining denotes addition of new language

DATED:

EFFECTIVE IMMEDIATELY PURSUANT TO § C2-15(A) OF THE SUFFOLK COUNTY
CHARTER