

METROPLUS HEALTH PLAN VIDEOCONFERENCING PROCEDURES

Videoconferencing may be used to conduct MetroPlus Board of Director or its committee meetings, provided that:

1. Board of Director members shall be physically present at any meeting of the Board or its committees at one of the public locations unless such member is unable to be physically present at a designated public meeting location due to an Extraordinary Circumstance.
2. For purposes of these procedures, "Extraordinary Circumstances" shall include disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.
3. To fulfill the Board's quorum requirement a minimum number of the Board members must be present in the same physical location or locations where the public can attend.
 - a. A member with a disability as defined in Section 292 of the New York Executive Law that prevents the member from being physically present at the meeting and who is participating from a remote location that is not open to in-person physical attendance by the public shall also count toward a quorum.
4. If a member is unable to be physically present at one of the designated public locations and wishes to participate by videoconferencing from a private location due to Extraordinary Circumstances, the member shall notify the Chair prior to the scheduled meeting.
5. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count toward a quorum but may participate and vote if there is a quorum of members at physical location(s) open to the public.
6. The Board, at any meeting involving videoconferencing, shall state if any members are participating remotely from a private location.
7. The relevant public notice shall inform the public that videoconferencing will be used, where the public can view such meeting, and where required documents and records will be posted or available.
8. In-person participation requirements shall not apply during a state disaster emergency declared by the governor if the circumstances necessitating the emergency declaration would affect or impair the ability of the Board or its committees to hold an in-person meeting.