



## Roosevelt Island Operating Corporation

**KATHY HOCHUL**  
Governor

**SHELTON J. HAYNES**  
President & CEO

### BOARD OF DIRECTORS

RuthAnne Visnauskas, Chair, Commissioner of NYSHCR  
Robert F. Mujica Jr., Director of BUDGET  
Fay Christian  
Conway S. Ekpo  
David Kraut  
Howard Polivy  
Michael Shinozaki

## NOTICE OF PUBLIC HEARING OF THE ADOPTION OF WRITTEN PROCEDURES FOR THE CONDUCT OF CERTAIN OPEN MEETINGS

Notice is hereby given that the Roosevelt Island Operating Corporation (“RIOC”) will hold a public hearing on September 21, 2022 at 3:00 p.m. using the toll-free telephone number and meeting number (access code) below for the purpose of giving interested persons an opportunity to express their views, orally or in writing, in connection with the written procedures (the “Written Procedures”) to be adopted by RIOC in accordance with Public Officers Law Section 103-a, where board members or directors will be participating in a RIOC Board of Directors meeting using videoconferencing but without permitting in-person public access to the member’s or director’s location.

The proposed Written Procedures are attached hereto.

All interested persons may join the public hearing to express orally their views relative to the proposed Written Procedures. Any person who wishes to speak at the hearing must notify RIOC of such desire by email at the below-listed email address by September 20, 2022 at 5:00 p.m.

Further information may be obtained in advance of the public hearing by contacting [information@rioc.ny.gov](mailto:information@rioc.ny.gov) and writing “Public Officers Law Section 103-a” in the subject line.

Date and Time: September 21, 2022  
3:00 p.m.

Meeting Dial-In Number: (646) 558 8656  
Meeting ID: 852 8322 6666  
Passcode: 774081

Email address: [information@rioc.ny.gov](mailto:information@rioc.ny.gov)

Date of Notice: September 7, 2022

Shelton J. Haynes  
President and Chief Executive Officer  
Roosevelt Island Operating Corporation



**Procedures for Member Videoconferencing Pursuant to  
Public Officers Law § 103-a**

In compliance with Public Officers Law (POL) § 103-a(2)(a), the Roosevelt Island Operating Corporation (“RIOC”) following a public hearing, authorized by resolution on September 22, 2022 the use of videoconferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. RIOC Board members shall be physically present at any meeting of the RIOC Board of Directors unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.
2. For purposes of these procedures, the term “extraordinary circumstances” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.
3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify Chair (Representative) of the RIOC Board no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given. If extraordinary circumstances present themselves on an emergent basis within four days of a meeting, RIOC shall update its notice as soon as practicable to include that information. If it is not practicable for RIOC to update its notice, the RIOC Board may reschedule its meeting.
4. If there is a quorum of members participating at a physical location(s) open to the public, the RIOC Board may properly convene a meeting. 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 of the RIOC Board but may participate and vote if there is a quorum of members at a physical location(s) open to the public.
5. Except in the case of executive sessions conducted pursuant to POL § 105, RIOC shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.
6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.



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7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.
8. RIOC shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the RIOC website within five business days following the meeting and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.
9. If members of the RIOC Board of Directors are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, RIOC shall provide the opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. RIOC shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.
10. Open meetings of the RIOC Board of Directors conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall be broadcast pursuant to the requirements of POL § 103(f) and shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, “disability” shall have the meaning defined in Executive Law § 292.
11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a “state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 24 of the Executive Law” if RIOC determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the RIOC Board of Directors to hold an in person meeting.
12. These procedures shall be conspicuously posted on the RIOC website.