

Guidelines for PB Public Meetings
10/14/19 jak DRAFT-DRAFT-DRAFT

Consolidated Laws of NYS
Public Officers
Article 7 Open Meetings
Section 100 Legislative Declaration

“It is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the citizens of this state be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy.....”

Guidelines for Dryden Planning Board

1. Any meeting of a quorum (4+ members including alternates) of the PB for the purpose of conducting PB business shall be noticed (give the Town Clerk a one week notice) and minutes shall be recorded. Include in the minutes: date/time of meeting, location of meeting, meeting attendees, and a description of any actions taken (votes on resolutions). Such meetings shall be held in a public place accessible to the general public. Provide a copy of the minutes to the Town Clerk via email.
2. Any meeting of a quorum (half or more members) of a committee formed by formal action of the PB and for the purpose of conducting committee business shall be noticed and minutes shall be recorded. Procedures are the same as for #1 above.
3. Informal "one-off" meetings of less than a quorum need not follow public meeting protocol.
4. In email conversations among the overall PB or committee members it is OK to send background information and lists of topics/questions for discussion at our regular meetings. However, back and forth discussion, debate, deliberations, etc on a topic of Planning Board business is supposed to happen in the public forum.

Examples for discussion of email practices:

- Photos of applicant's projects
- Same as above except with comments about photos
- Questions about applicant's LEED bonus score sheet
- Same as above except with critique of applicant's approach to LEED
- Recommendations for SEQR Part 2 items in preparation for PB action
- Drawing and description of electric pole layout at solar site