VILLAGE OF STILLWATER

LOCAL LAW NO. 1 OF 2026

Videoconferencing for Village of Stillwater Public Bodies.

SECTION 1. Purpose.

This local law authorizes all public bodies of the Village of Stillwater to conduct meetings by videoconference in accordance with applicable law, and sets forth written procedures governing member and public attendance, which will be posted on the Village's website.

SECTION 2. Authority.

This local law is adopted pursuant to New York State Public Officers Law § 103-a Subdivision 2(b), which authorizes public bodies to conduct meetings by videoconference pursuant to "written procedures governing member and public attendance consistent with this section, and such written procedures shall be conspicuously posted on the public website of the public body."

SECTION 3. Procedures.

A. All public bodies of the Village of Stillwater are authorized to use videoconferencing technology to conduct their meetings in accordance with the provisions of § 103-a of the NY Public Officers Law, subject to the following conditions:

(1) A minimum number of members of the public body sufficient to fulfill the public body's quorum requirement must be present in the same physical location where the public can attend.

(2) All members of the public body shall be physically present at any meeting of the public body unless a member is unable to be physically present due to extraordinary circumstances, including, but not limited to:

(a) Disability;

(b) Illness;

(c) Quarantine order;

(d) The death of an immediate family member where such term is defined to include a spouse, parent, sibling, child, domestic partner, or individual for whom the member is the designated guardian;

(e) Caregiving responsibilities for an immediate family member, or;

(f) Any other significant or unexpected factor that may preclude physical attendance.

(3) A member who wishes to participate in a meeting by videoconference must provide advance notice and justification for their absence to the extent possible to the appointed leadership of the public body. For purposes of the Village Board, such notice shall be provided to the Mayor. In the case of the Zoning Board of Appeals, notice shall be provided to the Chair of said board.

(4) The leadership of a public body may require any member requesting to participate in a meeting by teleconference to provide documentation, to the extent possible, supporting such request and may publicly confirm that such documentation was received without publicly stating the contents of such documentation.

(5) Except in the case of executive sessions, the public body shall ensure that members who are participating remotely can be heard, seen, and identified at all times when the meeting is being conducted.

(6) The minutes of meetings involving videoconferencing shall state which members, if any, participated by videoconference, and shall be available to the public.

(7) If videoconferencing is being used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available and identify the physical location for the meeting where the public can attend.

(8) If videoconferencing is used to conduct a meeting, the public body shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized and shall ensure that videoconferencing authorizes the same public participation as in-person participation.

(9) Any and all videoconferencing technology used for public meetings shall be made accessible to members of the body and the public with disabilities in accordance with the Americans with Disabilities Act of 1990, as amended.

(10) Nothing herein shall prohibit the Village Board or any other board or body of the Village of Stillwater from holding meetings entirely by videoconference, with no in-person requirement, during a state of emergency declared by the Governor of New York pursuant to Executive Law § 28 or by the Saratoga County Executive or by the Village Mayor if such public body determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in-person meeting.

(11) The written procedures set forth in this local law governing member attendance by videoconference at meetings of public bodies, together with any supplemental, but not contrary, written procedures that public bodies may adopt on the subject of videoconferencing, shall be conspicuously posted on the Village's website.

SECTION 4. Partial Invalidity.

If any section of this local law shall be held unconstitutional, invalid, or ineffective, in whole or in part, such determination shall not be deemed to affect, impair, or invalidate the remainder of this local law.

SECTION 5. Effective Date.

This local law shall take effect upon filing with the Secretary of State.