



# Monroe-Livingston Regional Emergency Medical Services Council

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## **MLREMS MEETING GUIDELINES**

### **Purpose**

The purpose of this policy is to detail the open meeting law requirements for Monroe-Livingston Regional EMS (MLREMS) Council meetings and any meetings of committees or subcommittees of the Council

### **Applicability**

The MLREMS Council and all of its committees and subcommittees are covered by this policy. Any meeting of these bodies where a quorum of members is present to conduct business will be required to adhere to the open meetings law as detailed in this policy and in New York State regulation. Nothing in this policy shall be deemed to supercede any New York State rule, regulation, or law with regards to meeting guidelines.

### **Policy**

All meetings of the Monroe Livingston Regional EMS Council and its committees and subcommittees are open to the general public, except during executive sessions.

All efforts shall be made to ensure that meetings will be held in facilities that permit barrier-free physical access to the physically handicapped, as defined by public buildings law.

As required by law, the MLREMS and REMAC meetings will be recorded and available to the public via VOD cast or an approved media format. Each VOD cast will be available for a minimum of 3 months following the meeting date.

If virtual meetings are utilized, opportunity must be provided for the public to attend, listen, and observe at any site at which a member participates

### **Public Notice:**

Public notice of the time and place of all meetings scheduled at least five business days prior thereto will be posted on the MLREMS website no less than three business days before such meeting.

Public notice of all meetings scheduled with less than five business days prior thereto will be posted on the MLREMS website as soon and with as much notice as is practical.

For virtual meetings via video and/or telephone conferencing, notice of such meetings shall inform the public of such and identify locations and/or means by which the public may attend.

#### Conduct of Executive Sessions:

Upon a majority vote of the total membership of the MLREMS Council or its committees and subcommittees, taken in an open meeting pursuant to a motion identifying the general areas of the subjects to be considered, the Council or its committees or subcommittees may conduct an executive session for the following purposes only:

- Matters which will imperil the public safety if disclosed
- Any matter which will disclose the identity of a law enforcement agent or informer
- Information relating to the current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed
- Discussions regarding proposed, pending or current litigation
- Collective negotiations pursuant to article fourteen of the civil service law
- The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation
- The preparation, grading, or administration of examinations
- The proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale, or exchange of securities held by the MLREMS Council or its committees and subcommittees, but only when publicity may substantially affect the value thereof

Attendance at an executive session shall be permitted to any member of the MLREMS Council or if during a committee or subcommittee meeting, members of the committee or subcommittee, and any other persons authorized by the Council, committee or subcommittee.

#### Meeting Minutes:

Minutes shall be taken at all meetings of the MLREMS Council and its committees and subcommittees where a quorum is present and business is conducted.

The minutes will reflect, at a minimum, a record or summary of all motions, proposals, resolution and any other matter formally voted upon and the results of such vote.

Minutes shall be taken at executive session of any action that is taken by formal vote, which shall consist of a record or summary of the final determination of such action and the date and vote results. Matters that are not required to be disclosed under the freedom of information law are not required to be recorded or reported in minutes.

Minutes of all open sessions of the MLREMS Council and its committees and subcommittees will be available to the public and posted on the MLREMS website within ten business days of such meetings. Minutes of all executive sessions will be available to the public and posted on the website within five business days of such executive session and will be available for 3 months.