

UCIDA

Ulster County Industrial Development Agency

AUDIO POLICY- AGENCY MEETINGS

SECTION 1. PURPOSE AND AUTHORITY.

The purpose of this Part is to describe the policy of the Ulster County Industrial Development Agency (the “Agency”) with respect to the recording of regular and special meetings of the Agency. The policy applies to both full board meetings and meetings of committees of the Agency.

SECTION 2. AUDIO POLICY.

(A) The Agency will provide for the preparation of an audio recording of each full board meeting and of each committee meeting.

(B) Recordings will be prepared for all meetings, both regular and special.

(C) The Agency will not provide for the preparation of an audio recording in circumstances where the Agency has arranged for the preparation of a stenographic record. For example, the Agency will not provide for the preparation of an audio recording of any public hearings of the Agency as the Agency arranges for a stenographer to prepare a written stenographic record of such hearings.

(D) The Agency will arrange for the posting of the audio recording on the Agency’s website no later than two (2) weeks following each meeting.

(E) In the event that there is a technical or mechanical malfunction in the preparation or posting of the recording, the Agency will use reasonable efforts to correct the problem and post the recording or recordings in accordance with this policy.

SECTION 3. REVIEW OF POLICY.

The Agency intends to enact a procedure effective no later than January 1, 2020 regarding the live streaming of Agency meetings. The Agency will, in connection with the enactment of such procedure, review the Audio Policy – Agency Meetings during the fourth (4th) quarter of 2019.

Re-affirmed: January 8, 2020