

**SOUTH NASSAU WATER AUTHORITY**  
**MEETINGS POLICY**

**Summary**

The Authority must comply with the Open Meetings Law (Public Officers Law §§ 100–111). Therefore, meetings of the Board of Directors (hereinafter the “Board”) must be preceded by appropriate public notice and be open for public attendance in compliance with the requirements of the law. An executive session may be called on the majority vote of Board for the purpose of transacting business on a limited number of subjects enumerated at §105 of the law.

**Public Notice**

Public notice of meetings scheduled at least one week in advance must be given to the news media and must be conspicuously posted in one or more designated public locations at least 72 hours before the meeting. Public notice of every other meeting must be given to the news media and conspicuously posted within a reasonable time before the meeting.

**Meetings**

Regular meetings of the Board of Directors will be held upon the call of the Chairman, the date and hour to be set by the Board. Changes or special meetings may be called by the Chief Executive Officer or at least any three of the other members.

All meeting procedures shall conform to these Bylaws and the New York State Open Meetings Law. Any procedure not specified herein or in the Open Meetings Law shall be in accord with Robert’s Rules of Order.

During the first meeting of the fiscal year, the Board of Directors shall address all annual appointments and notices which may include: attorney(s) accountant(s), engineer(s), auditor(s), testing lab, insurance, depositories, mileage fee, FOIL Records Access Officer, FOIL Appeals Access Officers (different person than Access Officer), regular meeting schedule, and official newspaper for legal notices of the Authority.

**A. Open Meeting**

A meeting is the formal convening of a quorum of the Board (three directors) for the purpose of officially transacting public business. meeting, therefore, which adopts resolutions having official force and effect is covered by the Open Meetings Law. Social gatherings at which business is not discussed and casual encounters by Board members are not subject to this Policy.

Section 108 (3) of the Public Officers Law exempts from the provisions of the Open Meetings Law any matters made confidential by federal or state law.

**B. Executive Session**

The Open Meetings Law does provide for the holding of executive or closed sessions, called on a majority vote of the total membership of the Board, to discuss or act on the following: 1) matters which may imperil public safety if disclosed; 2) matters which may disclose the identity of a law

enforcement agent or informer; 3) information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed; 4) proposed, pending or current litigation; 5) collective bargaining negotiations; 6) personnel decisions or the medical, financial credit or employment history of a particular person or corporation; 7) the preparation, grading or administration of examinations; and 8) real property transactions or the proposed acquisition of securities, or sale or exchange of securities, where publicity would substantially affect the value.

### **Agenda**

Prior to each meeting the Chief Executive Officer or Chairperson shall set an agenda for the meeting which shall consist of at least the following items in an order set for each meeting: Pledge of Allegiance, Acceptance of Agenda, Approval of minutes of previous meeting, Correspondence, Announcements, Treasurer's Report, Public Expression, Approval of Bill Schedule, Old Items, Reports, New Items, Executive Session (if needed) and Adjournment.

### **Minutes**

Minutes of all meetings of the Board of Directors shall be taken by the Secretary. The minutes shall consist of, but not be limited to, a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Such minutes shall be available to the public in accordance with the provisions of the Freedom of Information Law. (Public Officers Law, Article 6) and Public Authorities Law.

Minutes must be made available within two weeks from the date of an open meeting and within one week of the date of an executive session.

### **Enforcement**

The Open Meetings Law provides that an aggrieved party may enforce the statute by bringing an appropriate action in the courts. Upon good cause shown, the court may declare void any action taken by a public body in a meeting which fails to conform to the requirements of the law.

ADOPTED: October 30, 2023

