

BSA Procedures for Remote Hearing Attendance

Remote Attendance by Applicant

1. Tune in to YouTube. The Board streams its hearing online, which you can watch live at www.youtube.com/user/NYCBSA.
2. Get ready to join. The Meeting ID and passcode are on the Board's website^{*}, hearing agenda, and YouTube description.
3. Wait for your item. To keep things orderly, do not join the hearing early. Look up the hearing agenda to see where your application is listed, and wait until your calendar number is called during the public hearing (after review session).
4. Join Remotely. During the hearing, after you hear your calendar number, join the meeting with your team. Remember to connect audio, use your full name, and pause YouTube.
5. Present. When it is your turn, state your name first. Please keep remarks to ten minutes, and do not speak out of turn.

Remote Attendance by Member of the Public

1. Tune in to YouTube. The Board streams its hearing online, which you can watch live at www.youtube.com/user/NYCBSA.
2. Get ready to call in. The phone number is (646) 893-7101, and the Meeting ID is on the Board's website^{*}, hearing notice, hearing agenda, and in the YouTube video description.
3. Wait for your item. To keep things orderly, please don't call in early. Look up the hearing agenda to see where your application is listed^{*}, and wait until your calendar number is called during the public hearing (after review session).
4. Call in. During the public hearing, after you hear your calendar number, call in.
5. Participate! When it's your turn, please state your name and begin your testimony; you will have three (3) minutes to speak. Thank you for joining, and remember to send any written statements to submit@bsa.nyc.gov.

Methods of Remote Attendance

1. Join by Microsoft Teams^{*} or;
2. Join by phone.
 - a. To join by phone, dial (646) 893-7101.
 - b. You will be prompted to enter the Phone Conference ID^{*}.
 - c. Wait to be recognized and you will be invited to speak.

^{*} Confirm final hearing details the Friday before at www.nyc.gov/bsa or call (212) 386-0009.

Remote Participation by Commissioner(s)

Board Commissioners, beyond those required to constitute a quorum, may participate remotely by videoconference, from any location and without providing access by members of the public, under extraordinary circumstances, which include disability, illness, caregiving responsibilities, or any other significant or unexpected event that prevents the member from being able to attend the meeting in person. The Board Chair, Executive Director, and/or General Counsel may permit, upon written request prior to the Board meeting, remote attendance by a Commissioner or Commissioners without in-person public access where it is determined that an aforementioned event or extraordinary circumstance prevents their participation in a public setting. Whenever Board Commissioners participate remotely, it shall be ensured that members of the Board can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.

The “in-person” participation requirements of the Open Meetings Law shall not apply during a state disaster emergency declared by the governor pursuant to section twenty-eight of the executive law, or a local state of emergency proclaimed by the chief executive of a county, city, village, or town pursuant to section twenty-four of the executive law, where the Board determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Board to hold an in person meeting.

Whenever a Board Commissioner participates remotely, minutes of the meetings shall include which, if any, members participated remotely.