

VILLAGE OF COHOCTON PROPOSED LOCAL LAW NO 2
FOR 1977

A Local Law providing for public notices to the community relating to regular and special meetings of the Village Board.

BE IT ENACTED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF COHOCTON as follows:

SECTION 1. LEGISLATIVE INTENT.

The purpose of this local law is to provide notice to the public and the news media of the regular and special meetings of the Village Board at which public business is officially transacted, in compliance with the Open Meetings Law (Public Officers Law, Article 7). Such notice is designed to facilitate public attendance at such meetings and to observe and listen to the deliberations and decisions of this board.

§ 2. DEFINITIONS.

(a) The terms, words and phrases used in this local law shall have the same meaning as such terms, word and phrases are defined in Section 92 of the Public Officers Law.

(b) "News media", for the purpose of this local law, means a newspaper that is printed not less frequently than once a week in which legal notices may be published,

(c) "Notice" means, but shall not be limited to, written or oral information relating to the date, time and place where a meeting is to be held.

§ 3. DESIGNATION OF LOCATIONS FOR POSTING OF NOTICE.

The following locations are hereby designated as the sites where notice of meetings held by the Village Board shall be posted:

1. Municipal bulletin board
2. Village Office building
3. Community bulletin board

§ 4. DESIGNATION OF NEWS MEDIA TO RECEIVE NOTICE.

Any or all of the following officially designated newspapers or newspapers of general circulation within the Village of Cohocton are hereby designated as the news media that shall receive notice of the meetings of the Village Board:

1. Hornell Evening Tribune
2. ^{Stauben} Naples Record

§ 5. DESIGNATION AND DUTY OF VILLAGE CLERK TO PROVIDE NOTICE.

(a) The Village Clerk shall be responsible for providing notice to the public and the news media as provided in this local law.

(b) The Village Clerk shall upon request, whenever possible, provide notice to any person of the date, time and place of a meeting of the Board whether the request for such information is made in person, in writing or by telephone; provided, however, that (1) a written request requiring a written notice shall be accompanied by a properly stamped self-addressed envelope, and (2) a telephone request requiring the Village Clerk to return a long distance call shall not be honored unless the requester accepts the charges for such call.

§ 6. NOTICE OF MEETINGS SCHEDULED AT LEAST ONE WEEK IN ADVANCE.

(a) The public shall be informed of meetings scheduled at least one week in advance by the posting of a notice at least 72 hours in advance of such meetings in locations designated in section 3 herein.

(b) The newspaper(s) ~~or radio or television station~~ designated in section 4 herein shall be informed of a meeting scheduled at least one week in advance at least 72 hours in advance of such meeting by mail, or by telephone or personal delivery of the notice to an officer or employee of the news media, as follows:

(1) Notice provided by mail to the news media shall be sent by certified return receipt mail at least one week in advance of such meetings to ensure that notice will be provided to the news media at least 72 hours in advance of a meeting.

(2) When notice to the news media is personally delivered, the person delivering the notice shall obtain a receipt signed by an officer or employee of the news media, which receipt shall also show the time and date thereof

and the title of such officer or employee, and shall state that notice has been provided in compliance with section 94 of the Public Officers Law.

(3) When notice to the news media is given by telephone, the person making such telephone call shall obtain the name and title of the officer or employee to whom the notice is given, and shall write down such information and the time and date of such call as provided herein.

§ 7. NOTICE OF MEETINGS SCHEDULED LESS THAN A WEEK IN ADVANCE.

(a) The public shall be informed of meetings scheduled less than a week in advance as soon as practicable by the posting of notices in locations designated by section 3 herein.

(b) Notice to the news media shall be delivered personally or by telephone in accordance with the requirements set forth in section 6 (b) (2) or section 6 (b) (3) herein, respectively.

§ 8. NOTICE OF REGULARLY SCHEDULED MEETINGS.

(a) When the Village Board schedules meetings in advance that are to be held at specific times and locations and on specific dates, a single notice may be provided to the public and the news media.

(b) Notice specifying the time, location and dates of regularly scheduled meetings shall be posted in locations designated in section 3 herein.

(c) Notice specifying the time, location and dates of regularly scheduled meetings shall be provided to the news media designated in section 4 herein. Such notice shall be provided in accordance with the requirements set forth in section 6 (b) (1) or section 6 (b) (2) of this local law.

§ 9. NOTICE OF CHANGES IN THE TIME, DATE OR LOCATION OF SCHEDULED MEETINGS.

When the time, date or location of a scheduled meeting is changed, the

Clerk shall as soon as practicable:

(a) Post notices showing the change of date, time or location of a meeting at the sites designated by section 3 herein; and

(b) Provide notice to the news media designated to receive notice by section 4 herein as provided in section 6 or section 7, as the case may be, of this local law.

§ 10. RECORD OF NOTICE. The Village Clerk shall keep a log or other record in which there shall be entered the following information relating to giving the public notice under this local law:

(a) The date of posting of the public notice, the date or descriptive schedule of the meeting or meetings for which notice was given, and the name and title of the person who posted the notice.

(b) If notice is given to the news media by mail, the date of mailing of the same, the date or descriptive schedule of the meeting or meetings for which the notice has been mailed and the name and title of the person who mailed such notice.

(c) If notice to the news media is given by personal delivery, the time and date of delivery of the same, the date or descriptive schedule of the meeting or meetings for which the notice was delivered, the name and title of the officer or employee to whom it was delivered and the name and title of the person who delivered the notice.

(d) If notice to the news media is given by telephone, the time and date of such telephone call, the date or descriptive schedule of the meeting or meetings for which such notice is given, the name and title of the officer or employee to whom it was given and the name and title of the person who gave such notice.

§ 11. SEPARABILITY.

If any phrase, clause, sentence, paragraph, subdivision or section of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such portion of this local law shall be deemed separate and distinct from the remainder of this local law and such judgment shall not affect the validity of the remaining provisions of this local law.

§ 12. EFFECTIVE DATE.

This local law shall take effect immediately upon its filing in accordance with the provisions of section 27 of the municipal home rule law.