

ALLIANCE FOR FLUSHING MEADOWS CORONA PARK CORPORATION

POLICY FOR NOTIFICATION OF PUBLIC MEETINGS

Adopted August 10, 2016

Either the Chairperson of Board of Directors or the Executive Director for the Alliance for Flushing Meadows Corona Park (“the Alliance”) shall give public notice of all board, committee, special, and emergency meetings for the purpose of conducting business.

Notice of Meetings:

The notice shall specify date, time and place of such meetings.

For meetings scheduled more than one week in advance, notice should be given no less than 72 hours (3 days) in advance.

For meetings scheduled less than a week in advance, notice should be given within a reasonable time frame. In the absence of emergency situations, it is not reasonable to schedule meetings less than one week in advance and notices should not be posted less than 72 hours (3 days) in advance.

Public notice shall be given to the news media and conspicuously posted in one or more designated locations no less than 72 hours (3 days) in advance.

- The Alliance shall email the information of the meeting to major television, radio and newspaper outlets as well as local community papers in their area. The newspapers, television, or radio stations that receive the notice can choose not to publicize the public meeting, but this decision will not cause the Alliance to be out of compliance with the New York State Public Authorities Law.
- The Alliance shall post a notice in a designated location that is easily accessible and visible to the public. Public Notice shall be posted downtown at the Surrogate’s Court, 1st Judicial District. Address: 31 Chambers St, Manhattan, New York 10007

Notice of the meeting’s time and place shall be conspicuously posted on the Alliance’s website no less than one week before the scheduled meeting. The same posting location requirements apply for emergency meetings.