

LOCAL LAW TO BE ENACTED BY  
THE ERIE COUNTY LEGISLATURE  
IN THE COUNTY OF ERIE  
LOCAL LAW INTRO.- NO. 3-2 - 2025  
LOCAL LAW- NO. \_\_\_\_\_ - 2025

A LOCAL LAW requiring meetings of the Erie County Boards and Advisory Committees to provide access to information to the public.

BE IT ENACTED BY THE ERIE COUNTY LEGISLATURE AS FOLLOWS:

**SECTION 1. Title**

This law shall be entitled and known as “The Meetings Transparency Act”

**SECTION 2. Legislative Intent**

The Erie County Legislature recognizes that taxpayers should have easy access to details discussed and acted upon at public meetings. The Erie County Legislature prepares an agenda, which it posts before legislative sessions, records videos of meetings available for replay, and posts the minutes of meetings for review. Boards should use available technology to increase access to similar discussions and actions of commissions and boards empaneled by the County.

**SECTION 3. Definitions**

**BOARD**

Any government board, commission, council, committee, advisory committee, panel, or similar group created pursuant to the Erie County Charter, Code, or Local Law.

**SECTION 4. Meeting Minutes**

Boards shall keep written minutes summarizing all official actions, discussions, public comments, and votes at each meeting.

Draft minutes shall be made available to the public within 10 business days after each meeting.

The minutes shall be officially approved at the board’s next public meeting, and a final version shall be posted publicly online within five business days after approval. The minutes must also be submitted to the Clerk of the Legislature to be included in the official record.

**SECTION 5. Notice and Agendas**

Boards shall give public notice at least seven calendar days before any regular meeting by prominently posting the date, time, location, and agenda on the general Erie County website and the website of the Erie County Legislature.

For special or emergency meetings, notice should be provided as soon as is practicable.

Meeting agendas shall include a list of topics to be discussed, a list of invited speakers, and an indication of whether any votes or official actions are anticipated.

#### **SECTION 6. Broadcast and Recording of Meetings**

To the extent feasible and otherwise required by law, boards should also provide a live stream of meetings for public viewing. Erie County is required to make appropriate accommodations for each board to make this possible. If a live stream is not possible, meetings should, at minimum, be video recorded, and the recording should be posted on the general Erie County website.

#### **SECTION 7. Public Access to Records**

Boards shall maintain information to be posted on Erie County's website, which will provide access to board member information, past meeting minutes, agendas, recordings, reports, resolutions, and other official documents.

Upon public request, boards shall provide copies or electronic access to such records promptly as allowed by public record laws.

#### **SECTION 8. Public Comment**

Boards should provide reasonable opportunities for public comment at each meeting.

Any restrictions on public comment shall be viewpoint-neutral and clearly stated in the board's policies.

#### **SECTION 9. Directory of Boards**

Erie County shall compile and maintain a directory of all Boards and Advisory Committees as defined in Section 3 of this Law on Erie County's website. The directory shall contain hyperlinks to a webpage on Erie County's website for each specific board or committee and provide the relevant information about that board or committee as required by this Local Law.

#### **SECTION 10. Compliance**

Originating governmental bodies shall establish procedures to monitor and ensure compliance with this law.

#### **SECTION 11. Severability**

If any part of this chapter or the application thereof to any person or circumstance be adjudged invalid by any court or competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remained of this chapter or the application thereof to other persons or circumstances. The County of Erie hereby declares that it

would have passed this chapter or the remainder thereof had such invalid application or invalid provision been apparent.

**SECTION 12. Effective Date**

This Local Law shall take effect immediately following its filing with the Office of the Secretary of State.

Sponsor: Legislator Lorigo and Legislator Gilmour