

Section 300.27 of Title 12 of the New York Codes Rules and Regulations is amended as follows:

(a) Regular meetings of the Board shall be held monthly, except in the month of August, at the office of the Board [in Albany] in Schenectady, beginning at 10 o'clock in the forenoon on the third Tuesday of the month unless the third Tuesday is a legal holiday, in which event the regular meeting for that month shall be held on the Tuesday next following which is not a legal holiday. Notwithstanding the foregoing, the Board, at a regular meeting, or the Chair, in writing filed with the secretary, may provide that a particular subsequent regular meeting or meetings of the board may be held at any office of the Board at a time and day or days other than as above specified.

(b) In addition to the regular meetings, special meetings of the board may be called by the chair or by not less than five members. Each such call, whether by the chair or by five or more board members, shall be in writing, filed with the secretary, and shall state the business for which the special meeting is called. A copy of the call, together with notice of the place, date and hour of the meeting, shall be delivered [personally or mailed] as prescribed by the Chair to each board member not less than five business days prior to the date fixed for the special meeting.

(c) Notice of regular meetings shall not be required, except that if the place, date or hour of a regular meeting is changed by the chair as provided in subdivision (a) of this section, notice of the place, date or hour of the meeting shall be delivered [personally or mailed] as prescribed by the Chair to each board member not less than five business days prior to the date fixed for the regular meeting.

(d) The chair or, in his or her absence, the vice-chair shall preside at all board meetings. If at any board meeting neither the chair nor vice-chair shall be present, the members present shall designate one of the members to preside at such meeting.

(e) Business transacted at special meetings shall be confined to the business stated in the call, unless all board members shall consent to the transaction of additional or further items of business.

(f) At each regular meeting of the Board, the attorney responsible for overseeing adjudication, or his or her designee, shall report, orally or in writing, on the conduct and the status of the adjudication of claims by the Board, as the Board may require.

(g) Seven members present at any regular or special meeting shall constitute a quorum for the transaction of business, and no action shall be taken except by the assent of not less than seven members. Each member present at a meeting of the board shall vote on each question duly presented for action unless excused by the board, or unless he or she has a direct personal or pecuniary interest in the outcome of such question. An absent member may not be recorded as voting.

(h) The secretary shall keep minutes of all board meetings and provide the members with copies thereof.

(i) At any regular or special meeting of the Board, Board members, the Chair and Vice Chair may, at the discretion of the Chair, convene by electronic means, including but not limited to, teleconferencing and videoconferencing. The means of attendance shall be duly recorded in the minutes of the meeting by the secretary.