

### **BROADCASTING/TAPING OF BOARD MEETINGS**

The following guidelines govern the use of recording devices at the public meetings of the Board and its subcommittees.

Any recording device may be used by members of the public so long as it does not:

- A. Require the use of power cords and microphone cords that interfere with the free movement of traffic into, out of, and within the meeting room;
- B. Produce sufficient continuous or periodic sounds that interfere with speakers or with the ability of all persons present to hear the proceedings;
- C. Require the occasional or frequent relocation of a microphone or microphones in such a manner as to be disruptive to speakers or other persons present; and/or
- D. Require excessive space in the meeting room so that any participant or observer at the meeting is displaced or excluded or cannot see because of the device.

Whenever a taped or filmed recording is being made of a meeting or any part thereof, the person making the tape or film shall first notify the person chairing the meeting. The Chair will announce at the meeting that a member of the public is recording the meeting.

The Chair has the authority to comply with the provisions of this policy when, in the Chair's judgment, the activity is interfering with the orderly conduct of the meeting and/ or the ability of the public to observe the proceedings. If the interference continues, the Chair may direct that the recording be discontinued and, if necessary, that the recording device be removed from the meeting room.

**Adopted: August 25, 1999**