

West Goshen Township Policy for Video or Audio Recording of Public Meetings

Overview

The implementation of the audio and video recording of the Board of Supervisors' meetings will serve several purposes within the Township including the following: 1) to improve residents' understanding of Township decision making; 2) to improve the transparency of the decision making process; 3) to extend the reach of information regarding decision making to residents unable to attend public meetings; and 4) to encourage feedback on decision making.

Policy – For the Township

- 1) Audio and video recording shall be produced of all public meetings of the Board of Supervisors (the "Board"). Such audio and video recordings shall be posted within forty-eight (48) hours of the conclusion of the public meeting on the Township's YouTube website page with a link on the Township website.
- 2) Audio and video recordings shall be retained when the Township is on notice that a matter may result in litigation and throughout the pendency of the litigation.
- 3) Audio and video recordings are not the official minutes of any of the Board's public meetings. Any recording made of any Board meeting shall not supersede or replace the minutes of said meeting as the official record of the meeting.
- 4) In order to properly record the Board's meetings in an efficient manner, attendees are encouraged to speak one at a time. The Board may impose a time limit on speaker in order to insure that all attendees are given a reasonable opportunity to make public comment.
- 5) A staff member shall be designated as having the primary responsibility of operating the recording system. The Township Manager, or his designee, shall retain the responsibility for managing the audio and video recording post meeting.
- 6) No recordings shall be made of any Board Executive Session.

Policy – for the Public

- 1) When the Board's meetings are being recorded, any attendee wishing to make public comment shall use the podium and microphone set up in the room to clearly capture all comments made.
- 2) The use of any recording devices shall not disrupt the normal routine of the meeting. Any changes in recording media needed throughout the meeting shall not interfere with the meeting.
- 3) The recording device shall be provided with its own power source and tri-pod or supporting equipment. The Township shall not provide any power, power cords or any other equipment or supporting structures for operation of the recording equipment.

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