

Number: 200
Section: 2.2

SUBJECT: USE OF ELECTRONIC RECORDING DEVICES DURING BOARD MEETINGS

1. Purpose. The Board of Commissioners shall provide a policy for the appropriate use of electronic recording devices during public meetings. The Board recognizes the right of individuals to record public Board meetings, and in doing so, has adopted the following policy in order to ensure this right does not interfere with the Board's ability to conduct effective and efficient meetings. Persons must notify the Board of their intent to use recording devices before using.
2. Authority. Salisbury Township Board of Commissioners shall establish guidelines to govern the use of electronic recording devices during Board meetings.
3. Application. This policy applies to any and all public meetings held by the Board of Commissioners.
4. Responsibility. The presiding officer at each public Board meeting shall follow Board policy for the use of electronic recording devices during Board meetings. Where his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.
5. Policy.

Cameras, cell phones, electronic and cellular recording devices, et al., other than those used as official recording devices, will be permitted at meetings under the following rules:

- a. No auxiliary lighting will be permitted.
- b. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay sessions of the Board.
- c. Audio recording devices can be used from an individual's seat or from a location designated by the Board President.
- d. The Township may record all public meetings or portions of them. The recordings will be available for review once the minutes have been approved.
- e. Visual recording devices can be used from locations designated by the Board President.
- f. Use of video recording devices after the Board meeting shall be for public service purposes only.
- g. Operators of audio/video recording equipment will not be granted concessions from the Board.
- h. Recordings used for replay or public broadcast must be played unaltered.
- i. Coverage will not be curtailed at the request of any official, meeting participant, or member of the public.
- j. An individual's right to record will be forfeited if there is an interference with the ability of others to observe the proceedings.
- k. Electronic recording devices will not be permitted to be used during executive sessions.