

# CORNING JOINT FIRE DISTRICT

## *Meeting Recording Policy*

*Adopted: October 23, 2019*

*Revised:*

Policy #:	
Policy:	Meeting Recording Policy
Effective Date:	October 23, 2019
Authority:	Town Law § 176 (11), and (21); and Public Officer's Law § 103 (d)(2)
Cross-reference:	

## PURPOSE

The purpose of this policy is to provide rules reasonably governing the recording of meetings of the fire district in an orderly, efficient, and non-offensive manner.

## STATEMENT OF POLICY

The Board of Fire Commissioners recognizes the right of the general public to record meetings of the Board with the exception of those matters conducted in Executive Session. **No recording of Executive Sessions is permitted. No surreptitious or secretive recording of proceedings is allowed.**

Any person desiring to record a meeting or hearing (collectively "proceeding") of the Board of Fire Commissioners or any portion thereof shall advise the Board Chairman or Acting Chairman before the commencement of the proceeding of his or her intention to record the proceeding. In addition, such person shall advise the Chairman of the recording device intended to be utilized and the media upon which the recording will be made and maintained. Any person intent upon recording the proceedings must provide the Board Chairman with their name, address, phone and email addresses. Regardless of whether the person recording the proceeding intends to retain a recording of the proceedings for future purposes, any person recording a proceeding must provide a complete, unedited copy of the recording to the Board within five business days of the meeting. The Board Chairman will advise the person(s) recording the meeting of both a physical and email address to which the Board's copy of the recording may be sent. **As a pre-condition to recording the proceeding, each person or entity making such a recording agrees to supply the Board with an unedited copy of the recording at no charge to the Board and in an unencrypted media format on compact disc, DVD, flash drive, or digital audio file specified by the Board or if not so specified, in a customary digital format with playback software available to the general public free of charge.**

Depending upon the configuration of the meeting room and the number and types of devices being utilized to record the proceeding, the Chairman may require that all recording devices be placed openly and on or in close proximity to the table around which the Board will be assembled. Video recording devices shall be placed at a location(s)

determined by the Chairman where they will not be obstructive to the Board or to the audience and where they may be operated causing the least amount of distraction. Remote audio microphones shall be positioned in close proximity to the Board and if public speakers are anticipated, another microphone shall be positioned at the place from which speakers will address the Board. If no podium is being utilized, speakers addressing the Board will be asked to address the Board in close proximity whereby both the speaker's audio and video image may be recorded.

The Chairman shall take special care during the proceeding where an audio recording is being made to remind all persons speaking to clearly identify themselves when beginning to speak or make comments.

**Any recording of Board proceedings taken in a manner contrary or inconsistent with this policy will be deemed to be unreliable for any purpose and patently objectionable for use in any official or legal proceeding. A failure or refusal to comply with the terms of this policy will authorize the Board to refuse to permit a person or entity from recording any proceeding or future proceeding.**