

SALFORD TOWNSHIP

GUIDELINES

USE OF RECORDING DEVICES AT BOARD OF SUPERVISORS' MEETINGS

1. Persons attending an open meeting of the Board of Supervisors shall have the right to use recording devices to record all the proceedings of the open meeting. *See*, 65 Pa.C.S. §711 [Use of equipment during meetings]. Such use is subject to the following:
 - a. The individual wishing to use recording devices shall notify the Chairperson of the Board of Supervisors prior to commencing recording. The Chairperson will announce the use of the recording device to those present at the meeting.
 - b. Recording devices may only be used to the extent that they do not disturb or disrupt the meeting and/or public hearing of the Board of Supervisors.
 - c. The use of tripods or other equipment associated with recording devices may be used only if they do not block aisles or cause difficulty to member of the public in moving about the meeting room. If such problems are encountered, the Chairperson of the Board of Supervisors may designate particular areas of the meeting room for the use of such equipment. Such equipment includes, but is not limited to, cameras, additional lighting and wiring or extension cords.
 - d. Individuals may not relocate while they are videotaping proceedings. In order to relocate, they must first turn off their cameras or video tape recorders. The intent of this requirement is to minimize disruptions during the meeting and/or hearing of the Board of Supervisors and to ensure the safety of the recording operator and individuals in the immediate area.
 - e. Video cameras must be attended to at all times and must be in full view.
 - f. The Chairperson of the Board of Supervisors during any open meeting may adopt additional reasonable rules or restrictions as may be necessary to avoid disruption of the meeting and to avoid safety risks.
2. The above guidelines are reasonable rules necessary for the conduct of the Board of Supervisors' meetings and the maintenance of order. They are neither designed nor intended to violate the intent of the Sunshine Act: Open Meetings Law. *See*, 65 Pa.C.S. §710 [Rules and regulations for conduct of meetings] and §711 [Use of equipment during meetings. Recording devices].

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MOTION: 13-030 BY: STYER

SECOND BY: LYNCH

VOTE: 3 - 0

(TOWNSHIP SEAL)

