

## **Background**

The City Council of the City of Lancaster has directed administration of the City of Lancaster to live stream and/or video record various meetings of City Council, Boards, Commissions and Authorities and to make that live streaming and/or video available for periods of time in order to inform Lancaster City residents unable to attend meetings about the activities of their government, to promote openness and transparency, and to provide greater understanding and awareness of government processes.

## **Purpose**

To provide policies and guidance for the live streaming and/or video taping of various meetings as set forth herein, for the use and storage of such video and/or electronic data and to provide for access to the same.

## **Policy**

This policy establishes guidelines for the live streaming or video recording of various public meetings and storage and use of such videos.

## **Definitions**

President or Chair: The person presiding over the meeting.

Council: The City Council of the City of Lancaster.

Council Meetings: Regular meetings, Committee meetings and Special meetings.

Boards, Commissions and Authorities: Bodies appointed by the Mayor or City Council of the City of Lancaster which review, recommend or rule on applications or proposals within the purview of their specific area.

Regular meeting: The business meeting of City Council scheduled on the second and fourth Tuesday of every month.

Committee meeting: The meetings of committees of City Council held collectively on the first Monday of every month.

Special meetings: Meetings called by the president of Council or chair of a Council committee which are not on the regular schedule of meetings.

Executive session: A meeting of City Council from which the public is excluded under and pursuant to the provisions of the Pennsylvania Sunshine Act, as amended from time to time and codified at 65 Pa.C.S. §701-716.

Public meeting or forum: A meeting of a City board, commission or authority or a public forum, such as a political debate or community meeting, whose organizers, chair or members may choose to provide to the public live streaming or video of the meeting or event.

Live Streaming: Video or audio which is transmitted via the internet simultaneous to its occurrence.

On-demand: Video or audio files of past occurrences which can be accessed by an electronic device.

Copyright: Any material in which there is a legal right to duplication or imitation or literary, musical or artistic work under federal law.

## **Procedures**

Meetings to be live streamed and recorded:

1. All Council meetings will be live streamed via the internet and recorded for on-demand viewing and posted on the City website in accordance with the provisions hereof. Executive sessions called under provisions of the Sunshine Law of the Commonwealth of Pennsylvania, will not be recorded and/or posted on the City website.
2. Other public board, commission or authority meetings or public forums may also be live streamed and recorded, at the discretion of the chair or members of the convening body or organizers of the event and provided live streaming or video equipment and operators are reasonably available, as determined from time to time by the staff of the City of Lancaster under the direction of the Mayor.
3. Comments made from the audience will not be heard and audience commenters will not be seen on video. Only speakers at the podium or members of the body holding the meeting will be seen and heard on video. For this reason, the president or chair shall remind members of the public and the body holding the meeting to speak clearly into the relevant microphone, to address officials at the front of the room rather than audience members behind them, and to speak only when at the podium.

System operators and City staff shall:

1. Require officials and audience members to speak directly into microphones.
2. Ensure proper lighting of officials and podium speakers.
3. Uploaded recordings of Council meetings and public meetings or forums on the City website within 48 hours of the conclusion of the meeting.
4. Retain meeting video on the City website or contracted host site for at least one year.
5. Add keywords or tags to agenda items considered during the meeting to the recorded file to provide ease of navigation for viewers.
6. Provide video in a format that prevents reproduction.
7. Ensure that presentation of literary, artistic or musical materials is not done in violation of copyright law.
8. Include on the website a statement that the official record of any meeting is the written meeting minutes approved by members of the City Council, or City board, commission or authority which held the meeting.

Guidance for members of the public:

1. By participating in public comment period of meetings of Lancaster City Council or other meetings which are recorded, or by making comment on an item being discussed, you are agreeing to be video recorded.
2. It is not intended that audience members during City Council meetings or other public meetings be recorded, and the default position of cameras will be focused on Council members and

individuals speaking at the lectern, but by attending public meetings you understand and accept that you may be unintentionally recorded.

3. At the beginning of each meeting, the Council President or Chair shall notify those present that the meeting will be live streamed on the internet and that the recording will be made publicly available on the City Council website, or the website of the body holding the meeting.
4. Notice that the meeting will be live streamed and recorded will also be published on the meeting agenda.
5. Be aware that under state law, the official records of a meeting are the adopted written meeting minutes.
6. Be aware that there may be situations where due to technical difficulties a live stream may not be available. While every effort will be made to ensure the live steaming and website operate smoothly, neither City Council nor the City takes responsibility for and cannot be held liable for the failure of live streaming or on-demand video due to technical issues. Such issues may include the unavailability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages.