

DRAFT—DRAFT—DRAFT

Policy #

Audio and Video Recording of Board of Supervisors Meetings

Scope:

1. Audio and video recordings of public Board of Supervisor (BOS) meetings are created and made available to the public to promote governmental transparency, public engagement, and convenience.
2. Despite the availability of audio and video recording of public BOS meetings, written meeting minutes (taken in accordance with the Second Class Township Code and the Pennsylvania Sunshine Act), as approved by the BOS, represent the only official record of the meetings.
3. Audio and video recordings shall not constitute the official record of public meetings, nor is the Township legally required to audio or video record its public meetings.

Procedure:

1. The BOS shall have its public meetings video recorded, which should include audible sound.
2. The BOS Chair should announce at the outset of all public meetings that the Township is taking an audio and video recording of the proceedings.
3. The video recordings may be used to aid in the preparation of the official, written meeting minutes. However, there should not be sole reliance upon a video recording, as written meeting minutes remain the most reliable, as well as the lone, mandatory record-keeping requirement.

4. The Township Manager shall serve as or designate a trained Township employee as the audio and video recording operator and custodian of all BOS public meeting recordings.
5. Within two (2) days after each public meeting of the BOS, the meeting's video recording should be posted by the Township Manager or the Township's recording operator and custodian on the Township's website, for public viewing and indefinite archival purposes.

Date Adopted:

Latest Revision Date:

Latest Review Date: