

NOTICE

GUIDELINES FOR THE UTILIZATION OF RECORDING DEVICES DURING OPEN PUBLIC MEETINGS OF THE UNION COUNTY IMPROVEMENT AUTHORITY

1. GENERAL

- a. In order to utilize a videotape camera or tape recorder during an Open Public Meeting, the public must provide written notice to the Authority, at least thirty (30) hours in advance of the meeting. In addition, the public is required to demonstrate, in advance of the meeting, that the electronic device sought to be utilized does not produce a distracting sound or light. Failure to provide the above shall preclude usage of the electronic equipment during the meeting.
- b. All sources of power for the use of electronic recording equipment shall be provided solely by the operators.
- c. Use of electronic recording equipment shall be prohibited from use during meetings or portions of meetings which are permitted by law to be closed to the public.

2. TAPE RECORDERS

- a. Recorders are permitted to be located in the public gallery of the Authority Meeting Room and shall be operated by no more than one (1) person.
- b. The operator of the recorder shall be prohibited from freely moving about the Authority Meeting Room while the meeting is in progress.

3. VIDEOTAPE CAMERAS

- a. No more than two (2) portable videotape cameras shall be permitted to be utilized during an Open Public Meeting, each to be operated by no more than one (1) individual.
- b. Videotape cameras shall be placed on a tripod and located in the rear of the Authority Meeting Room. The Chairperson of the Authority or his/her designee shall designate the exact location.
- c. Videotape cameras shall be in place one half hour before the meeting and shall not be removed from the Authority Meeting Room until the meeting has been formally adjourned.
- d. Supplemental lighting for videotape cameras shall be prohibited.
- e. The Authority shall be given an opportunity to obtain copies of the videotape at its expense, but shall have no power to edit or abridge the same.

Media teams covering an Open Public Meeting shall have the same courtesy extended to them as is provided at news conferences