

Filming/Taping Administrative Rules

Individuals wishing to either video tape or audio tape a Village Board meeting or any public meeting of a subsidiary board, commission, or committee of the Village must adhere to the following policies:

1. Please notify the Village Manager or his designee prior to the meeting of your interest in recording the proceedings. Notice should be provided before close of office hours on the day of the meeting to be recorded;
2. At the start of any meeting being audio or video recorded, the Village President or board, commission, or committee chair will announce to those in attendance that the meeting is being recorded by the Village & others;
3. Video and/or audio recording must be done in such a way that it does not interfere with the operation of the meeting;
4. Arrangements for placement of any special microphones or lighting equipment must be made with a Village staff member prior to the start of the meeting;
5. Those using video cameras to record the meeting should be located behind the audience area;
6. During a public hearing where private individuals may provide testimony, any citizen recording the proceedings must adhere to the wishes of any other individual who expresses a desire not to be video or audio recorded in accordance with state law.
7. Persons recording a meeting are requested to submit a copy of the recording to the Village Manager. The Village provide a blank CD or tape to the person recording for this purpose where practical;

If an individual performs videotaping or audio taping, the Village shall make an audio tape recording of the meeting, where possible.