

**Town of Conesville**  
**Streaming and Recording Policy for Public Meetings**

The purpose of this policy is to identify a process for those citizens who wish to livestream or record Conesville Town Board Meetings. The intent is to reduce or eliminate misunderstandings and to have a clear understanding of what is expected of the Town and of those who wish to livestream or record Town Board Meetings.

There are two wi-fi routers at Conesville Town Hall. One is exclusively reserved for Town Business. The other router is a public wi-fi, currently known as *conesvilleny*. The Town will make the *conesvilleny* router available to those persons wishing to livestream meetings.

In the event there is insufficient bandwidth to maintain two simultaneous livestreams, any livestream conducted by the Town will take precedent if the Town is doing a livestream. If there is insufficient bandwidth for three livestreams, the Town will decide which party will conduct the second livestream with the intent of sharing the opportunity equitably among the public.

The Town will place its streaming and recording devices and equipment in the location it deems the most optimal for those viewing the meeting. Other parties streaming and/or recording the meeting may place their devices and equipment in the meeting room so that it does not interfere with or disrupt the meeting or the Town's streaming and recording.

For security reasons and to protect the Town's I/T assets from being breached, the Town will not allow under any circumstances non-Town owned equipment to be physically attached to or connected to the Town router assets unless specifically authorized by the Town Board. Further, members of the public will not be permitted access to the room containing the routers and other Town owned I/T equipment unless authorized by the Town Board. Non-Town owned equipment must be removed from Town Hall after each meeting.

In the event of an executive session by the Town Board or a caucus by Town Board members of the same political party, streaming and/or recording will be suspended while the executive session or caucus is being conducted. All equipment used for streaming and recording will be disconnected and removed from the building. When the executive session or caucus is concluded and the Board Meeting returns to its regular open meeting process, sufficient time will be given for the purpose of reconnecting the equipment to resume live streaming and recording.

The person conducting a livestream or recording has the same privilege of the floor as the public. Outside of exercising privilege of the floor granted under the Town of Conesville Privilege of the Floor Policy, the operator of the livestreaming or recording equipment will not narrate or otherwise make comments during the meeting.

The Town Board may from time-to-time revise this policy by majority vote of the Board.

The Town Clerk will post notice at Town Hall that this process for streaming and recording Conesville Town Board meetings is available on request and will also be made available at meetings.

**Adopted by the Conesville Town Board February 14, 2022**