

Draft Policy for the Recording of CB4 Meetings – May 2, 2007

Community Board 4's meetings are open to the public for observation and, as appropriate, for participation. Public observation includes the right to make aural or visual recordings of Board meetings. CB4 has adopted the following policy to ensure that recording does not interfere with the ability of members of the Board or of the public to observe and participate in the meeting.

- Where possible the person(s) intending to record a meeting should notify the Board office in advance so that appropriate accommodations, such as moving the meeting to a larger venue, can be made.
- As a courtesy to those present, any person recording a meeting should identify themselves and the purpose of the recording.
- It is the responsibility of the person(s) recording a meeting to determine whether releases, *e.g.*, for commercial use, are required and to obtain them from those who will be recorded.
- Recording may not disrupt or interfere with the proceedings of the meeting, including the ability of members of the Board or of the public to observe or participate in the meeting. Disruption and interference include, but are not limited to, blocking the ability of a member of the Board or of the public to see or be seen by others, the production of sound that prevents members of the Board or of the public from being able to hear the proceedings, and visual distractions such as unnecessary movement or intrusive lights.