

**ALLEGAN COUNTY
POLICY**



**TITLE: LIVE STREAM & PUBLISHING RECORDINGS OF MEETINGS
POLICY NUMBER: N/A**

APPROVED BY: Board of Commissioners

EFFECTIVE DATE: February 11, 2021

1. **PURPOSE:** The ‘Live Stream and Publishing Recordings of Meetings Policy’ (the Policy) provides information and procedures in relation to the recording and live streaming of public meetings convened by the Allegan County Board of Commissioners and taking place in the Board Room located at County Services Building.
2. **POLICY STATEMENT:** This policy reflects the Board of Commissioners’ commitment to transparent and accessible decision-making processes, with the introduction of live streaming and short-term archiving of Public Meetings; noting that Closed Session Meetings are not open to the public, in accordance with the Michigan Open Meetings Act, will not be recorded.
3. **OBJECTIVE:** To improve public accessibility to decision-making processes. Live stream and publishing the video recordings of meetings on the County’s website will provide more flexible and convenient access to a wider cross-section of Allegan County residents by allowing the public to watch meetings ‘in real time’ without the need to attend in person.

This provides the community greater access to viewing Board of Commissioner debates and decisions and eliminates geographic and time barriers, which may prevent the public from attending meetings in person, thereby resulting in greater community awareness and accountability of the decision-making processes.

4. **SCOPE:** This Policy applies to Regular and Special Meetings of the Board of Commissioners and members of the public, both as members of the audience and as contributors to said meetings held in the Board Room.

The policy does not extend to any closed-session meetings in accordance with the Michigan Open Meetings Act.

5. **PROCEDURES:**

5.1 Meetings to be Streamed Live and Recorded

- 5.1.1 Regular and Special Board Meetings held in the Board Room will be streamed live and made available to the public via an accessible link posted on the County’s website at www.allegancounty.org.
- 5.1.2 The recording will then be uploaded to the County’s website within 2 (two) business days of the recording date.

- 5.1.3 There may be situations where due to technical difficulties, a live stream may not be available. While every effort will be made to ensure the live streaming and website are up and running smoothly, the County takes no responsibility for and cannot be held liable for the live streaming or the County website being temporarily unavailable due to technical issues beyond its control.
- 5.1.4 Technical issues may include, but are not limited to, the availability of the internet connection, device failure or malfunction, unavailability of third-party media platforms (e.g. YouTube), or power outages.
- 5.1.5 Closed sessions shall not be streamed or recorded.

5.2 Access to Archived Recordings

- 5.2.1 Regular and Special Board Meetings held in the Board Room that are streamed live and will later be archived for a period of 90 days (after which the minutes are the official record and all recordings shall be purged) and available to be viewed by the public free of charge from a link on the County's website (www.allegancounty.org).

5.3 Notice to Public

- 5.3.1 As a visitor in the meeting, your presence may be recorded. By attending the meeting, it is understood that your consent is given if your name/voice/image/content is broadcast.
- 5.3.2 At the commencement of each meeting, the Chair shall read a statement notifying those present that the meeting will be streamed live.
- 5.3.3 [refer to Attachment 8.1]
- 5.3.4 Signage to this effect shall also be visibly displayed in the foyer of the Board Room, on the County's website, and printed in the meeting agenda. [refer Attachment 8.2]

5.4 Disclaimers

- 5.4.1 All meetings of the Allegan County Board of Commissioners shall be conducted consistent with all applicable laws pertaining to meetings of a public body and County Policy.
- 5.4.2 In all likelihood, individuals in attendance at a meeting of the Allegan County Board of Commissioners will be subject to audio/visual streaming and/or recording, and such will be broadcast to a broader audience. An individual's attendance at such meetings constitutes their consent for the County to broadcast their name/voice/image/content.
- 5.4.3 The opinions or statements made during the meeting are those of the individuals and not necessarily the opinions or statements of the County. The County does not necessarily endorse or support the views, opinions, standards, or information contained in the live streaming/recording of the Board meetings.
- 5.4.4 The County does not accept any responsibility for the oral comments made during Board meetings that are inaccurate, incorrect, or defamatory and does not warrant

nor represent that the material or statements made during the streamed meetings are complete, reliable, accurate, or free from error. The County does not accept any responsibility or liability for any loss, damage, cost, or expense you might incur as a result of the viewing, use, or reliance on information or statements provided in the live streaming/recording of County meetings.

6. RELATED POLICIES & STATUTORY OBLIGATIONS

- 6.1 Board Rules of Organization
- 6.2 Michigan Open Meetings Act

7. **POLICY REVIEW:** This operational Policy will be reviewed annually or as and when deemed necessary by the Board of Commissioners or at the recommendation of the County Administrator.

8. ATTACHMENTS

8.1 Meeting Chairperson’s Statement:

**** to be read at the commencement of each Board of Commissioners Meeting ****

Please note that this meeting is being streamed live and recorded in accordance with the Board of Commissioner’s Live Stream and Recording of Meetings Policy, which can be viewed on the County’s website.

Your attendance constitutes your consent to audio/visual streaming and/or recording and to permit the County to broadcast your name/voice/image/content to a broader audience.

8.2 Public Notice

**** to display at the entrance to the Board of Commissioner’s Chamber **
and included in the Meeting Agendas**

Please note that Regular and Special Meetings of the Board of Commissioners held in the Board Room are streamed live and recorded in accordance with the County’s Live Stream and Recording of Meetings Policy, which can be viewed on the County’s website.

Your attendance constitutes your consent to audio/visual streaming and/or recording and to permit the County to broadcast your name/voice/image/content to a broader audience.

8.3 Website Disclaimer

**** to be displayed on County’s website ****

All Regular and Special Meetings of the Allegan County Board of Commissioners held in the Board Room are streamed live and recorded, and made available to the public after the meeting on Council's website.

Live stream allows you to watch and listen to the meeting in real time, giving you greater access to Board's debate and decision-making and encouraging openness and transparency.

There may be situations where, due to technical difficulties, a live stream may not be available due to technical issues beyond its control.

Technical issues may include, but are not limited to, the availability of the internet connection, device failure or malfunction, unavailability of third-party media platforms (e.g. YouTube) or power outages.