

## Rules for Recording Meetings of the Beaver Dam Lake District Board

1. Any meeting of the Beaver Dam Lake District Board that is open to the public shall be open to being photographed, broadcast, webcast, or otherwise recorded and/or transmitted by audio or video means.
2. "Recording Equipment" shall mean all audio, photographic, and video equipment as well as all cords, cables, tripods and other appurtenances necessary to accomplish the above tasks.
3. Operation of recording equipment is permitted unless the equipment or the person operating it is obtrusive, disruptive or interferes with the deliberative process or interferes with the rights of persons in attendance to observe or listen to the proceedings.
4. Use of recording equipment is permitted without notice to or express permission from the District Board or those in attendance at the meeting except in the case of minor children.
5. Minor children and images of minor children shall not be photographed, recorded, broadcast, webcast or otherwise transmitted without the express permission of a parent or legal guardian.
6. Personnel operating recording equipment shall be permitted to move about the room as long as such movement does not disrupt or interfere with the deliberative process.
7. Recording Equipment:
  - a. Shall not be left nor operated in an unattended manner.
  - b. Must be in good condition and not present any safety or fire hazard.
  - c. Must be placed in such a manner that it does not create a safety hazard nor disrupt or interfere with the deliberative process nor interfere with the rights of attendees.
  - d. Shall not be placed in nor obstruct access to aisles, exits, doorways, restrooms, office, refreshment areas and other facilities.
  - e. Shall not block the view of attendees or board members nor encroach on anyone's personal space.
  - f. Shall not be placed between the front row of attendees and the Board.
  - g. Shall not be used in a threatening, physically intimidating or disruptive manner.
  - h. Must not create any audible or visual disturbance or disruption of the meeting or attendees.
  - i. Shall not be connected to or utilize the building power system or utilize a portable generator.
  - j. Shall not be taped, suspended or attached to furniture or building surfaces.
8. Remedial Action By Chairman or designee (progressive steps)
  - Step 1 - Request relocation of equipment to a suitable location determined by the Chair.
  - Step 2 - Request removal of the equipment from the premises.
  - Step 3 - Request disruptive person to leave the premises.
  - Step 4 - Request assistance from Law Enforcement to correct behavior.
  - Step 5 - Request arrest for disorderly conduct if offender continues to not comply.
9. Severability - If any provision of these guidelines or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.