

Borough of Carlisle

Livestreaming and Recording of Meetings Policy & Procedures

Background

Carlisle Borough Council livestreams and records its monthly public meetings in order to inform Carlisle Borough residents unable to attend meetings in person about the activities of their government, to promote openness and transparency, and to provide greater understanding and awareness of government processes.

Purpose and Policy

The “Livestreaming and Recording of Meetings Policy” (the Policy) provides information and procedures in relation to the livestreaming and recording of public meetings conducted by Carlisle Borough Council, Boards, Commissions and Authorities.

This document establishes guidelines for the livestreaming and/or video recording of various public meetings.

Definitions

Chair: The person presiding over the meeting

Council: The Borough Council of the Borough of Carlisle

Borough Boards, Commissions, and Authorities: Bodies whose representatives are appointed by the Mayor or Borough Council of the Borough of Carlisle which review, recommend, or rule on applications or proposals within the purview of their specific area.

Executive Session: A meeting of Borough Council, a Borough board, commission or authority from which the public is excluded under and pursuant to the provisions of the Pennsylvania Sunshine Act, as amended from time to time and codified at 65 Pa.C.S. §701-716.

Livestreaming: Video or audio which is transmitted via the internet simultaneous to its occurrence.

On-Demand: Video or audio files of past occurrences which can be accessed by an electronic device.

Public Meeting or Forum: A meeting of a Borough board, commission, or authority or a public forum such as a community meeting, whose organizers, chair, or members may choose to provide to the public livestreaming or video of the meeting or event.

Wirecast: The software and equipment used to record and/or livestream public meetings.

Policies & Procedures

Meetings to be livestreamed and recorded:

1. Borough Council meetings may be livestreamed through Facebook and recorded for on-demand viewing and posted on the Borough’s website and YouTube channel. Executive sessions, called under provisions of the Sunshine Law of the Commonwealth of Pennsylvania, will not be recorded and/or posted on the Borough’s website and YouTube channel.
2. Other public Borough board, commission, or authority meetings or public forums may also be livestreamed and/or recorded, at the discretion of the chair or members of the convening body or organizers of the event and provided livestreaming equipment and operator are reasonably

available, as determined from time to time by Borough of Carlisle staff under the direction of the Borough Manager. Executive sessions of a Borough board, commission or authority will not be recorded.

There may be occasions where, due to technical difficulties, a livestream and/or recording may not be available. While every effort will be made to ensure the livestream and recording are functioning smoothly, Borough Council and Borough staff take no responsibility for and cannot be held liable for the livestreaming and/or recording being temporarily unavailable due to issues beyond its control. Technical issues may include, but are not limited to, the availability of the internet connection, device failure, unavailability of Facebook, Zoom, or Wirecast, and/or power outages.

Attendance:

1. Members of the public may attend and participate in meetings in-person at the meeting's location.
2. Attendance via Zoom will be made available when possible. Information on how to join the meeting via Zoom will be provided on the Agenda & Minutes page of the Borough website the week of the meeting and in certain hearing and meeting publication notices.
3. Members of the audience who wish to speak during a meeting must do so from the podium. Comments made from the audience will not be heard without using a microphone and audience commenters will not be seen on video. For this reason the chair shall remind members of the public to speak clearly into the microphone at the podium.

There may be occasions where, due to technical difficulties, a Zoom broadcast may not be available. While every effort will be made to ensure the Zoom broadcast is functioning smoothly, Borough Council and Borough staff take no responsibility for and cannot be held liable for the Zoom broadcast being temporarily unavailable due to issues beyond its control. Technical issues may include, but are not limited to, the availability of the internet connection, device failure, unavailability of Zoom, or power outages.

Notice to Meeting Attendees and Viewers

By attending a Borough Council meeting, those in attendance (both in-person and through Zoom) consent to being recorded.

Public Comment:

1. Members of the public are permitted to address Borough Council from the podium during public meetings, following the procedures established by the meeting chair.
2. Members of the public joining via Zoom are permitted to address Borough Council through Zoom during public meetings, following the procedures established by the chair.
 - a. If you are attending a meeting on Zoom and wish to make a public comment, click the "Raise Hand" icon in the webinar controls. When it is time for your comment, you will be prompted to unmute yourself.
 - b. You may also use the "Chat" function in Zoom to alert the host that you wish to comment. When it is time for your comment, you will be prompted to unmute yourself.
3. Members of the public may submit written comments on any agenda item or item of public concern prior to any regularly scheduled public meeting. Comments may be submitted to the Borough Secretary, Patricia Blair, at Borough Hall, 53 West South Street, or by e-mail at pblair@carlislepa.org. Comments must be received by 4:00 p.m. on the day of the meeting.

4. Comments on the livestream of meetings on Facebook are not monitored and are not considered public comment for the record.
5. Individuals may not share any audio/visual materials during their public comment time without prior permission from the Chair and/or Borough Council. Sharing unapproved materials may result in removal from the meeting.

There may be occasions where, due to technical difficulties, public comment via the Zoom broadcast may not be available. While every effort will be made to ensure the Zoom broadcast is functioning smoothly, Borough Council and Borough staff take no responsibility and cannot be held liable for the Zoom broadcast and commenting being temporarily unavailable due to issues beyond its control. Technical issues may include, but are not limited to, the availability of the internet connection, device failure, unavailability of Zoom, and/or power outages.

Termination of Livestream and Corrections:

Borough Council meetings include public comment. Accordingly:

1. The Borough of Carlisle does not accept responsibility for any public comments made during meetings, including those which 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.
2. The Chair and/or Borough Council have the discretion and authority during a meeting to correct inaccuracies and/or direct the termination or interruption of livestreaming if they believe it is advisable to do so. Such discretion will only be given in exceptional circumstances, where the content of debate is considered misleading, defamatory, or potentially inappropriate to be published. This includes, but is not limited to:
 - a. Profanity, Vulgarity, or Obscenity
 - b. Hate Speech or Discrimination
 - c. Repeated and Excessive Inaccuracies or Misinformation
 - d. Defamation
 - e. Infringement of Copyright
 - f. Breach of Privacy or Disclosure of Personal Information
 - g. Confidential or Privileged Council, Board, Authority or Commission Information
3. The opinions or statements made during the meeting are those of the individuals, and not necessarily the opinions or statements of the Borough of Carlisle. The Borough of Carlisle does not endorse or support the views, opinions, standards, or information contained in the livestreaming/recording of the meetings.

Access to Archived Recordings:

Borough Council and board, commission, and authority meetings that are livestreamed and/or recorded may be made available to be viewed by the public free of charge on the Borough's YouTube channel.

Those individuals without internet access who wish to view a prior meeting video may schedule a time to do so at Borough Hall by contacting the Borough Manager's Office at 717-240-6920.

Archived Recordings are not official records and may not be retained indefinitely by the Borough of Carlisle.

Official Meeting Record:

The official record of any meeting is the written meeting minutes approved by the members of Borough Council, or the board, commission, or authority which held the meeting. Meeting minutes are required by law to be retained indefinitely by the Borough of Carlisle.