

**Proposed Revisions to Exhibit A
Grafton Townships's Policy Regarding Recording of Open Meetings**

**Rule 2 Rules Regarding Nonofficial Recording of Open Public Meeting by Tape,
Film or Other Means**

B. Rules of Procedure:

1. Recording Permitted: **Provided that the person gives notice to the Township Board prior to recording**, any person may record the Township's open public meetings by tape, film or other means subject to the following rules. "Recording" is a nonofficial duplication of sound or image by any mechanical means, including photography, audio taping or videography.

4. Audio Recording: Anyone making an audio recording of the meeting must visibly display the recording device and locate the device in a stationary position **in an area made available by the Board for audio recording purposes** while the Board is in session. The audio recorder shall be located in a position that does not obstruct the view of the members of the public or the Township officials present at the meeting.

passed

Revised

EXHIBIT A

GRAFTON TOWNSHIP'S POLICY REGARDING
RECORDING OF OPEN MEETINGS

Rule 1 **Official Recording of Open Meetings**

- A. Audiotaping: All open meetings of the Township Board may be audio taped and by an individual or company hired by the Township Board, as designated from time to time to produce an official audio recording of the meeting for the Township.
- B. Videotaping: All regular and special Township Board open meetings may be videotaped by an individual or company hired by the Township Board, as designated from time to time to produce an official video recording of the meeting for the Township.
- C. Custody of Official Tapes: All official Township audiotapes and videotapes produced under this Rule shall be kept by the Township Clerk.
- D. Distribution of Policy: The Township Clerk shall make copies of this policy available to the public at all regular and special open meetings of the Township Board.

Rule 2 **Rules Regarding Nonofficial Recording of Open Public Meetings by Tape, Film or Other Means**

- A. Policy: It is Grafton Township's policy to comply with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*, and to cooperate with representatives of the print and broadcast media, and with other members of the public who wish to record public meetings of the board by tape, film or other means, so long as the recording of the meeting is not disruptive to the meeting and does not violate the rights of the members of the public body, witnesses and the public.
- B. Rules of Procedure:
 - 1. Recording Permitted: Any person may record the Township's open public meetings by tape, film or other means subject to the following rules. "Recording" is a nonofficial duplication of sound or image by any mechanical means, including photography, audio taping or videography.
 - 2. Closed Meetings: Meetings which are closed to the public may not be recorded except as required and authorized by the Open Meetings Act, 5 ILCS 120/1, *et seq.*
 - 3. Sign in Sheet: No recordings shall be allowed unless the person seeking to record a public meeting notifies the Township Clerk of his or her intent to record said meeting prior to the meeting by signing in on an appropriate sign in sheet. Secret or hidden recording devices shall not be permitted. At the start of any meeting which is to be recorded, the Township Clerk shall notify the audience that the meeting will be recorded.
 - 4. Audio Recordings: Anyone making an audio recording of the meeting must visibly display the recording device and locate the device in a stationary position while the Board is in session. The audio recorder shall be located in a position that does not obstruct the view of the members of the public or the Township officials present at the meeting.
 - 5. Video Recording and Photography: All members of the audience using video recording equipment or photography equipment during meetings of the Township Board at the Huntley Park District shall set up behind the last row of seats, and clear of any doorways, in an area designated by the Township Board for

video recording equipment. Members of the audience using handheld video recording equipment or photography equipment must visibly display their recording or photography devices and may locate them in a stationary position in the last row of seats of the meeting room, provided they do not disrupt the surrounding members of the audience. Since the meeting rooms at the Huntley Park District, where Grafton Township meetings occur, are small, this should not prevent anyone from making a suitable recording or taking a suitable photograph. In the event that the Township Board conducts regular or special meetings in a different location other than the Huntley Park District rooms the Township Board has been using, the Township Board shall designate a different location for video recording and photographing at the beginning of any meeting in a different location, which location shall permit the person making the video recording or photograph to adequately capture the images and Board actions transpiring at the meeting.

6. Disruption of Meetings: Any member of the public who is recording the meeting shall restrict his or her movement while using the recording equipment or take other steps that are deemed necessary to preserve the decorum of the meeting and facilitate the conduct of business. Anyone taking photographs of the meeting shall, likewise, restrict his or her movement during a meeting session so as not to disrupt the business of the Township Board. The Township Board may impose additional rules or limitations on any recording, as it deems necessary or appropriate to preserve the orderly operation and decorum of the meeting. Recording devices of any type shall not be used to harass any officials or members of the public present at the meeting. The Township Board may prohibit the recording of any audience member who objects to being recorded. The Township Board shall order the immediate termination of any recording which is being conducted in a manner disruptive to the meeting, or which distracts, disturbs or is offensive to members of the public body, witnesses, or the audience.

7. Tripping Hazards/Tripods: To prevent a tripping hazard from extension cords, individuals using video equipment shall have their own power source or connect directly to an outlet. The Township Board may designate an outlet to be reserved for the official Township video photographer. Tripods shall be positioned so as to not create a tripping hazard for the audience. Loose wires shall be contained under a tripod or as close to the Township video photographer as possible.

8. Use of Chairs or Benches: People recording the meetings shall not stand on chairs or benches, or use chairs or benches as equipment tables.

9. Special Accommodations: Any requests for special accommodations must be made to the Township Clerk at least two (2) business days before the meeting. The Township Board may grant other special accommodations by motion at a meeting if a need is demonstrated for a special accommodation.

10. Witnesses: If the Township Board conducts any open meeting at which a witness is required to testify before the Board, and the witness refuses to testify on the grounds that he or she may not be compelled to testify if any portion of his or her testimony is to be broadcast or televised or if motion pictures are to be taken of the witness while he or she is testifying, the Township Board shall prohibit such recording during the testimony of the witness.

C. Violations and Penalties:

The Township Board may take whatever action it deems appropriate against any person violating the terms of this Ordinance, including injunctive relief. All attorneys' fees and costs incurred by the Township in enforcing this Ordinance shall be paid by the violator.