

# ELWOOD PUBLIC LIBRARY

1929 JERICHO TURNPIKE | ELWOOD, NY 11731 | [www.elwoodlibrary.org](http://www.elwoodlibrary.org) | 631.499.3722

## OPEN MEETINGS POLICY

**Section 1 — Declaration, Purpose and Scope:** The public, non-executive session, portion of all meetings of the Library Board of Trustees shall be open to the general public.

This Policy establishes guidelines and procedures for public meetings — authorizing photography, recording and broadcasting.

### **Section 2 — Recording and Broadcasting Public Portions of Meetings:**

- (a) The public portion of any meeting of a Board of Trustees may be photographed, recorded and broadcast in accordance with this Policy.
- (b) The rules herein govern the location of equipment and personnel used to photograph, record or broadcast the public portion of a meeting in order to ensure that the use of such equipment does not detract from or interfere with the deliberative process.
- (c) There is no privacy interest in statements made during public portions of meetings of public bodies.

### **Section 3 — Rules for Recording and Broadcasting Public Portions of Meetings:**

- (a) Operation of equipment to photograph, record or broadcast a meeting is permitted unless it is obtrusive, disruptive or interferes with the deliberative process or the right of persons in attendance to observe or listen to the proceedings.
- (b) Use of equipment necessary to photograph, record or broadcast is permitted without notice to or express permission from the public body or those in attendance at the meeting.
- (c) Use of equipment necessary to photograph, record or broadcast is permitted in a supervised or unsupervised manner.
- (d) Use of special lighting or large equipment necessary to photograph, record or broadcast a meeting is permitted unless it is obtrusive or disruptive.
- (d) Personnel who operate equipment necessary to photograph, record and/or broadcast a meeting shall remain within one (1) foot of the seating area set aside for the public, unless authorized by the Board to move about the room without disrupting,

interfering or distracting from the deliberative process or those in attendance at the meeting.

- (f) Use of equipment necessary to photograph, record and/or broadcast a meeting shall be limited to a location from which such equipment is reasonably capable of photographing, recording and/ or broadcasting.

**Section 4 — Availability of Certain Library Records and Proposed Resolutions, Regulations and Policies prior to Board meetings:**

- (a) The Library shall, upon request, make available prior to and at each Board meeting open session copies of Library records scheduled to be the subject of discussion at the open session, together with copies of proposed Resolutions, Policies and Regulations scheduled to be the subject of discussion at the open session.
- (b) Copies of proposed Resolutions, Policies and Regulations scheduled to be the subject of discussion at the open session will be available at such time(s) as it is determined that it is practicable to do so.
- (c) Copies of the Library's records and proposed Resolutions, Regulations and Policies shall be available for a reasonable fee, determined in the same manner as provided under the Library's Freedom of Information Law Policy and Article "6" of the Public Officers Law.

**Section 5 — Public notice:**

These rules governing the operation of equipment necessary to photograph, record or broadcast a meeting may be posted in a designated location. Written copies of such rules shall be provided upon request, free of charge, to those in attendance at or who seek to attend a meeting.

Notice of public meetings of the Library Board of Trustees shall be governed by Article 7 of the Public Officers Law.

**Section 6 — 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.

*Adopted May 20, 2021*