



<b>Policy No. 32</b>	<b>Page 1 of 3</b>
<b>Title:</b> Conducting Hybrid and Video Recording Public Meetings	
<b>Authority:</b> Shorewood Village Board	
<b>Date of Issue:</b> August 1, 2022	<b>Effective Date:</b> August 8, 2022

### **Summary**

The Village is enforcing Policy No. 32 for the purpose of establishing guidelines for conducting hybrid and video recording public meetings.

The Village will utilize video recording equipment and a video conferencing platform for the purpose of conducting certain meetings that can be viewed virtually as well as video recorded and downloaded for public access. Community members will have the ability to either watch those meetings live in-person or virtually through the video conferencing platform. The video recording is not to be substituted or used for the purpose of acting as the official public meeting minutes. Instead, the video recording will primarily serve as another method for residents and other people to access Village of Shorewood business conducted at public meetings.

### **Hybrid Meetings**

On April 4, 2022, the Village Board meetings began using a hybrid approach that allowed community members to attend a meeting by videoconference or in-person. All other boards, committees, and commissions convened in-person. Starting August 8, 2022, all recorded meetings (CDA, Plan Commission, Police Commission and Village Board) will utilize the hybrid approach.

Community members shall be aware that there is a possibility video conferencing for a meeting may not be available due to technological failures. Community members that desire to provide public comment should plan to attend the meeting in person or submit their comments to the Village Clerk or staff liaison by 3 p.m. the day of the meeting to ensure their comments are included in the meeting record.

If the video conferencing technology is unavailable due to technological failures or errors, the meeting will continue as scheduled in person. If a meeting is noticed as in person only, and hybrid technology becomes available, staff may update the agenda with teleconferencing information when feasible.

These are the following guidelines officials, staff, and other attendees are asked to follow for hybrid meetings:

- Officials who are attending a hybrid meeting in-person may bring a computer or device so they can have a personal view of the video conferencing platform. Officials opting to

do this must mute their audio on their computer or device so it doesn't conflict with the audio from the room's main operating computer.

- Officials desiring to attend a meeting virtually must obtain the permission from the chair to attend virtually and be able to vote. Officials are asked to be on camera at all times unless they receive permission in advance from the chair.
- Staff, outside presenters, consultants, etc. may attend virtually with approval of the Village Manager or the designated staff liaison. These individuals must only be on camera when they are presenting. Otherwise, they are asked to be off camera and on mute.
- Community members who wish to attend a meeting virtually will be asked to be off camera and on mute unless they are communicating directly with the board. If a community member wishes to converse with the board, they shall raise their virtual hand and wait to be called on by the chair.
- The Village reserves the right to remove a community member from the public meeting if they do not respect the rules and guidelines presented by the chair and/or the board.

If a board, committee or commission other than the Village Board, Plan Commission, Police Commission and CDA desires to permit virtual attendance of a presenter or member of their board, committee or commission, who may have otherwise requested to telephone into the meeting, they may do so if permitted by the Committee Chair with the agreement of the staff liaison. The Village has noted it does not have sufficient staff resources to facilitate a virtual presence for volunteer committees. This would be a virtual presence only and not a hybrid meeting.

If a board, committee, or commission other than the Village Board, Plan Commission, Police Commission and CDA wishes to use a hybrid approach for special workshop or listening session, they must gain approval from the Village Board.

If a group other than a board, committee or commission desires to hold a hybrid or exclusively virtual special workshop or listening session that does not constitute a quorum of any other group, permission may be granted by the Village Manager or designated staff liaison.

### **Video Recording Meetings**

The Village will video record the following meetings:

- All regular and special Village Board meetings
- All Plan Commission meetings
- All Community Development Authority meetings
- All Police Commission meetings

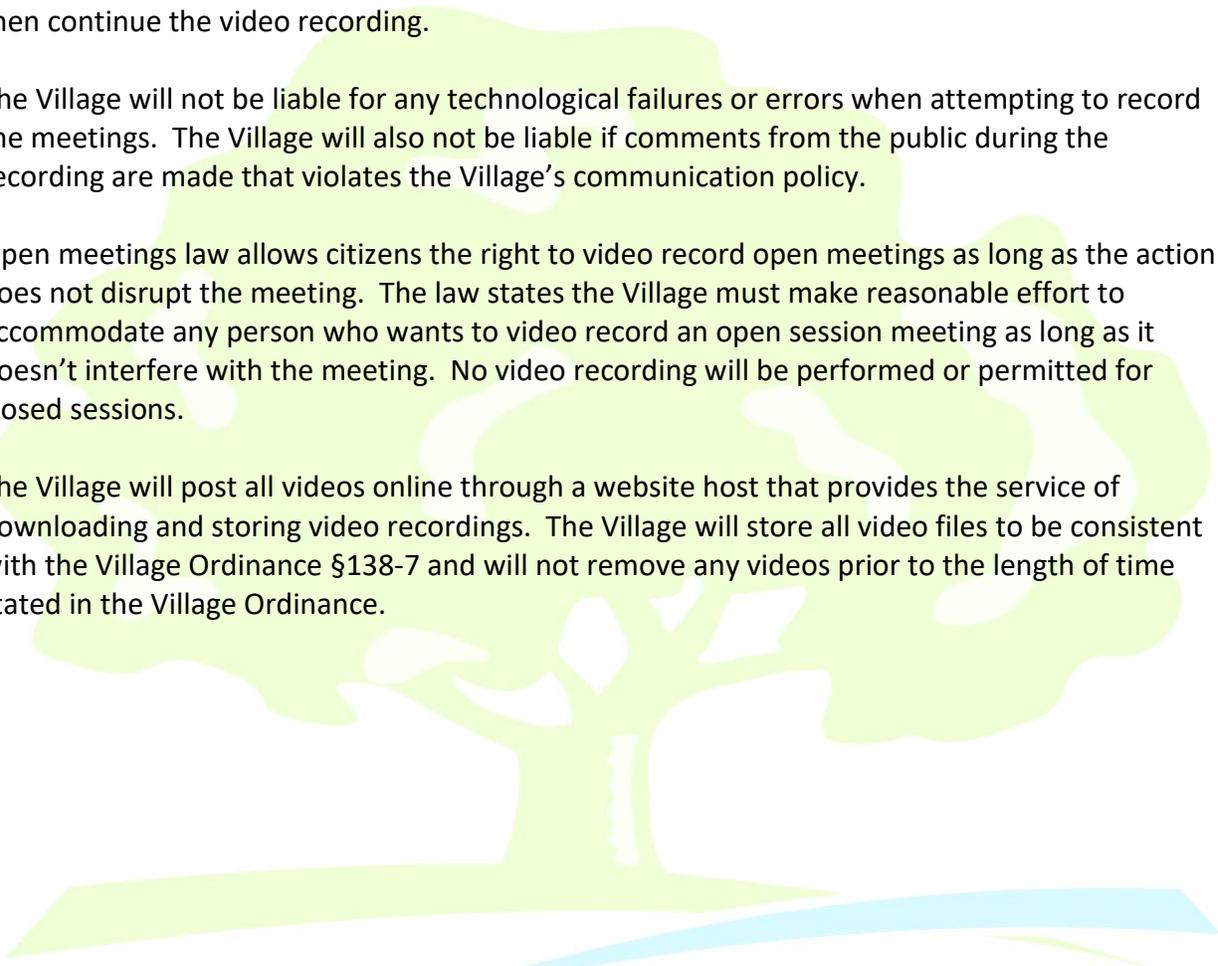
The meetings mentioned above should all be held in the Village Hall Court or Committee room when possible. If the meetings are held elsewhere besides the Village Hall Court or Committee room, Village staff will do its best to still video record the meeting.

Village staff will be responsible for setting up and downloading the video recordings onto the Village website. Staff will do their best to ensure the video recordings are downloaded and available to the public on the website within one week after the public meetings are conducted. Staff may edit and remove portions of the video recording only if there is footage before the public meeting starts, after the public meeting is adjourned, or during a meeting break and/or recess. Any parts of any meetings listed in the policy that go into closed session will not be video recorded. Once the Village enters open session after a closed session, the meeting will then continue the video recording.

The Village will not be liable for any technological failures or errors when attempting to record the meetings. The Village will also not be liable if comments from the public during the recording are made that violates the Village's communication policy.

Open meetings law allows citizens the right to video record open meetings as long as the action does not disrupt the meeting. The law states the Village must make reasonable effort to accommodate any person who wants to video record an open session meeting as long as it doesn't interfere with the meeting. No video recording will be performed or permitted for closed sessions.

The Village will post all videos online through a website host that provides the service of downloading and storing video recordings. The Village will store all video files to be consistent with the Village Ordinance §138-7 and will not remove any videos prior to the length of time stated in the Village Ordinance.



Shorewood