



Policy No. 32		Page 1 of 2
Video Recording Public Meetings		
Authority: Shorewood Village Board		

Summary

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

The Village will utilize the video recording equipment for the purpose of recording a public meeting and downloading the video online for public access and viewing. The video is not to be substituted or used for the purpose of acting as the official public meeting minutes. Instead, the video will primarily serve as another transparent method for residents and other people to access Village of Shorewood business conducted at public 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

The meetings mentioned above should all be held in the Village Hall Court room when possible. If the meetings are held elsewhere besides the Village Hall Court room, Village staff will do its best to still video record the meeting. The Village will only live stream regular Village Board meetings that occur in the Village Hall Court Room.

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.

