

## AUDIO AND VIDEO RECORDING GUIDELINES

Adopted by the Montgomery County Commission on Common Ownership Communities

September 3, 2014

The Commission hereby adopts the following guidelines governing the use of recording devices during any meeting that is subject to the Maryland Open Meetings Act:

- (a) A member of the public, including any representative of the news media, may record discussions of the Commission on Common Ownership Communities (hereinafter referred to as the “Commission”) at an open session by means of a tape recorder or any other recording device if the device does not create an excessive noise that disturbs members of the Commission or other persons attending the session.
- (b) A member of the public, including any representative of the news media, may photograph or videotape the proceedings of the Commission at an open session by means of any type of camera if the camera:
  - (1) Is operated without excessively bright artificial light that disturbs members of the Commission or other persons attending the session; and
  - (2) Does not create an excessive noise that disturbs members of the Commission or other persons attending the session.
- (c) A representative of the news media may broadcast or televise the proceedings of the Commission at an open session if the equipment used:
  - (1) Is operated without excessively bright artificial light that disturbs members of the Commission or other persons attending the session; and
  - (2) Does not create an excessive noise that disturbs members of the Commission or other persons attending the session.
- (d) The Commission Chair may restrict the movement of a person who is using a recording device, camera, or broadcasting or television equipment if such restriction is necessary to maintain the orderly conduct of the session.
- (e) A member of the public must not operate a camera or any audio or video equipment during an open session of the Commission without having first notified all other persons in attendance that the Commission’s proceedings during that session will be recorded or photographed.

- (f) A recording of an open session made by a member of the public, or any transcript derived from such a recording, may not be deemed a part of the record of any proceeding of the Commission.
- (g) These guidelines do not authorize the use of a camera, tape recorder, or other recording device by a member of the public, including a representative of the news media, during an adjudicatory proceeding before a Commission hearing panel.