CHEMUNG COUNTY LEGISLATURE
LIVE STREAM ADVISORY COMMITTEE

FINAL REPORT AND RECOMMENDATIONS

To: David Manchester, Chairperson

From: Live Stream Advisory Committee
          Christina Sonsire, Chairperson
          Rodney Strange
          William McCarthy
          John Burin
          Mark Margeson

Date: July 7, 2020

The Live Stream Committee ("the Committee") was formed through Resolution 20-164. The Committee has met and discussed many issues relative to the logistics and policies for live streaming meetings of the Legislature. In addition to the Committee members, the meetings included input from Aaron Dowd (IT), Vinnie Azzarelli (Public Information Director) and Bryan Maggs (legal).

Below is a summary of the issues that the Committee addressed, together with the Committee's adopted recommendations (in ***bold italics***) for a policy to be forwarded to the Legislature for further action as appropriate.

I.   Equipment

   a. Should equipment be affixed in the Legislative Chamber and/or conference room? If so, where will it be located?

   The Committee recommends that there should be one fixed camera set up in each room. The conference room camera would be on the outside wall centered between the windows, facing the TV screen. The chamber camera would be centered above the gallery facing the seal.

   b. Instead, should a portable audio/video cart be used to transport it back and forth between the two locations? Or, should we move all meetings to the Legislative Chamber and just record in one place?

   The Committee does not recommend the use of a portable cart, and no changes to the present location of meetings.

   c. Where should the on/off equipment controls be located? Who should control them at the start and end of meetings.

The Clerk of the Legislature (or designee) would begin and end live broadcast of meetings from a laptop/desktop computer. The audio and video equipment would be turned on and off with a toggle switch located near the equipment in the 5th Floor Legislative chambers areas. There would be a "kill switch" in the area of the Clerk that would immediately cut the feed from the audio and video equipment.

d. What visual cues are available on the recording equipment to allow us to verify whether it has been activated?

   The hardware has a visible on/off toggle switch, and the camera has a light showing that it is powered on. The computer software indicates when the feed is being broadcast to the internet and recorded.

e. Does the equipment controller have a way to delay or stop live streaming immediately or delete information if something inappropriate (such as personal information or discussion during an executive session or political caucus) is inadvertently recorded?

   No. But, there is a live feed delay of approximately 15-20 seconds, and the feed can be stopped with the kill switch or computer software. Recordings can be redacted as appropriate before being archived.

f. Are existing microphones in the Legislative Chamber adequate for the live stream equipment?

   Yes.

g. Should we consider adding microphones to the conference room?

   Yes. The room would be set up with hanging microphones identical to what is in the 2nd floor conference room.

h. If we need new equipment, what is the estimated cost?

   The camera and microphones for the conference room are already purchased. The County would need to purchase two "kill switches" and a camera for the chamber. Estimated total equipment cost is $1,000.

II. Viewing and Storage

   a. How can members of the public view the meetings in real time? How can they view archived meetings?

Live streaming and archive retrieval would be same as current meetings of 2nd floor conference room, viewable through the County website. IT can "bookmark" the video of the standing committee meetings, so the user can easily jump to the start of each committee's meeting.

b. Where will video recordings of the meetings be stored?

The video is stored in the "cloud" hosted by the service provider, Granicas.

c. How long should recordings remain archived?

NYS records requires 4 month retention of recorded meetings and hearings. The Committee recommends 2 years live link on the County website, and 7 years total through cloud storage.

d. Will members of the public such as people who offer public comment or presenters at Committee Meetings be recorded?

Yes. The Committee recommends that all presentations and comments be recorded. Presentations in the conference room for committee meetings and the like will show the presenter. Public comment may show the back of the public comment speakers' torso or heads, depending on the location of the camera in the legislative chamber.

III. Rules and policies

a. Do we need to amend the Rules of the Legislature to allow for live streaming? If so, what rules need to be changed and/or added?

No. After careful review of the Rules of the Legislature, it does not appear that any changes or additions need to be made as this policy does not conflict with anything set forth within them.

b. What should be said at the beginning and end of each meeting to let attendees know the meeting is being live streamed?

The Chairperson should open each meeting with a brief verbal notice to the gallery that the meeting is being live streamed and recorded.

c. Should we have a sign outside of the room where meetings are being live streamed announce that the meeting may be recorded?

Yes.

d. Should we begin using a "Request to Speak" form for public comment period that reinforces the fact that meetings are recorded?

No.

e. Should we allow members of the public to submit statements to be read into record by a legislative officer during public comment period?

No.

f. Is it necessary to have a formal policy statement? If not, should we nonetheless have one? Should it apply to the Legislature only, or to all public bodies/meetings held by Chemung County?

The Committee is recommending a policy be adopted by the Legislature, to apply only to meetings of the Legislature.

It is hereby:

RESOLVED, that the Legislative Live Stream Advisory Committee adopts the above Report.