

TOWN OF DUXBURY

PROCEDURE FOR DIGITALLY RECORDING AND ARCHIVING SELECTBOARD MEETINGS

PURPOSE

The purpose of this administrative directive is to provide consistency in the process used to digitally record, store and retrieve selectboard meetings.

POLICY

Consistent with the wishes of the Town, as expressed by vote at the March 3, 2015 Town Meeting, it is the policy of the Town of Duxbury to digitally record (Voice) and archive all selectboard meetings and to make access to those recordings easily available to members of the general public as soon as practical, but no later than 5 days after the recorded meeting. Business conducted in an "Executive Session" will not be digitally recorded. The fact that a selectboard meeting is being digitally recorded does not eliminate the requirement to create and disseminate written minutes of selectboard meetings.

RECORDING EQUIPMENT

Whenever possible, the equipment used to record selectboard meetings will be of such quality that the recordings produced will be clearly audible to anyone with a normal range of hearing.

PROCEDURAL GUIDELINES

1. The Chair of the Selectboard is responsible for confirming that selectboard meetings are recorded and archived in a publicly retrievable manner. The duties associated with this responsibility can be delegated but the responsibility remains with the Chair, regardless of delegation.
2. If, for any reason, a selectboard meeting is not digitally recorded in its entirety, that fact, and the reason(s) for failing to record the meeting in its entirety, will be made apart of the written minutes of that meeting.
3. The Chair will activate the recording device just prior to opening or reconvening a meeting. The recording device will not be shut off or its ability to record be impaired during the course of the meeting. If the meeting is adjourned for any reason, that fact and the time of adjournment and reopening will be noted for the record.
4. At the opening of the meeting the Chair will identify him or herself by full name along with the names of the selectboard members in attendance, the date and location of the meeting.
5. Selectboard members will identify themselves the first time they speak for the record. Once identified there is no requirement to continue to do so before speaking again.

- All individuals who are present at the meeting, for the purpose of addressing the board, should be asked to identify themselves and spell their last names for the record, prior to addressing the board. Once identified there is no requirement to continue to do so before speaking again.

Once the meeting has been adjourned the Chair will verify that the digital file of the meeting has been conveyed to the website manager either by email or transferred to a portable drive that will be accessible by the website manager for posting the file on the town website. The website manager will post the meeting's audio file on the appropriate page of the town's website and will maintain an archive of meeting audio files accessible to the public.

OPENING STATEMENT EXAMPLE

My name is _____, Chair of the Duxbury Selectboard.

Today's date is the _____ of _____ 20__ . We are in the _____ and our selectboard meeting is being called to order at ___PM/AM.

With me today at our meeting are selectboard members _____

ADOPTED this 13 day of April, 2015.

SIGNATURES of SELECTBOARD:

