



Table with 6 columns: Policy Name, Section Title, Approval Authority, Responsible Executive, Responsible Office, Responsible Reviewer, Policy Number, Former Policy No., Effective Date, Revised Date, Last Reviewed. Rows include details for 'Reproduction of a meeting' policy.

Purpose:

To provide a concise and consistent policy for the recording or reproduction of any portion of a public meeting at the Department of Health Professions.

Policy:

The policy is to allow access to public meetings for reproduction in accordance with Section 2.2-3707 of the Code of Virginia without unduly disrupting or interfering with the normal business of the meeting or proceeding.

Authority:

Code of Virginia: § 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes. H. Any person may photograph, film, record or otherwise reproduce any portion of a meeting required to be open. The public body conducting the meeting may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings, but shall not prohibit or otherwise prevent any person from photographing, filming, recording, or otherwise reproducing any portion of a meeting required to be open. No public body shall conduct a meeting required to be open in any building or facility where such recording devices are prohibited.

Procedures:

Pursuant to the § 2.2-3707 of the Code of Virginia reference, the rules governing the placement and use of equipment to broadcast, photograph, film or record a meeting are the following:



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1. Each person who attends an open meeting and is photographing, filming or otherwise reproducing any portion of the meeting must check-in at the conference center's main desk;
2. If the person who intends to reproduce any portion of the meeting is a member of the media, the agency Director of Communications should be contacted to handle the request;
3. A person may not set up equipment in a meeting room until agency staff has reviewed the rules governing the reproduction of an open meeting unless such person has provided prior notice to the agency;\
4. The equipment involved in reproducing any portion of the meeting may not interfere with proceedings related to the meeting;
5. Equipment may only be placed in areas designated by agency staff;
6. Approval by the agency must be obtained prior to the filming or photographing of any papers on the tables, and such approval may be denied based upon the determination that such papers include confidential investigative material, privileged information, patient medical records, or otherwise contain information not subject to the mandatory disclosure provisions of the Virginia Freedom of Information Act, Va. Code § 2.2-3700, et seq.;
7. Equipment setup shall not interrupt or delay the meeting's start;
8. No artificial lighting, including flashbulbs, is permitted;
9. An electrical outlet may be available for equipment; however, it is recommended that equipment have the



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capability to run on an alternative power source (eg, battery). Further, internet access or audio-visual assistance cannot be provided;

10. The meeting will not be delayed, recessed or stopped to accommodate an intermittent or permanent equipment failure;

11. All equipment must be turned off and removed from the meeting room during a closed meeting that may occur as part of a meeting, pursuant to the Virginia Freedom of Information Act (§ 2.2-3700 et seq. of the Code of Virginia);

12. All equipment must be turned off during a meeting recess;

13. Equipment must be removed from the meeting room as soon as is practicable following conclusion of a public meeting. Equipment cannot be stored on the premises anytime prior to or following a meeting;

14. The agency has no responsibility for any loss or damage involving equipment brought by a member of the public for reproduction of a meeting;

15. The Department reserves the option to prohibit the photography or recording of sensitive meetings should it be disruptive to witnesses during a disciplinary hearing.

16. Questions or comments are to be directed to agency staff who is designated as spokesperson for the board.