



City of West Monroe

POLICY ON RECORDATION OF PUBLIC MEETINGS

Section 1: Purpose - The City of West Monroe, Louisiana, adopts this policy to ensure compliance with the Louisiana Open Meetings Law (R.S. 42:23(C)), which guarantees the public's right to attend and record public meetings. This policy establishes standards for the use of lighting, recording, or broadcasting equipment to ensure proper decorum in a public meeting.

Section 2: Right to Record - In accordance with the Louisiana Open Meetings Law (La. R.S. 42:11 et seq.), any member of the public has the right to record, film, videotape, photograph, or otherwise reproduce the proceedings of public meetings, subject to reasonable restrictions outlined in this policy.

Section 3: Reasonable Restrictions

To ensure that recording activities do not interfere with the orderly conduct of meetings and to ensure proper decorum is maintained, the following reasonable restrictions shall apply:

1. **Non-Disruptive Recording** – Recordings must not interfere with the ability of others to see, hear, or participate in the meeting. Use of artificial lighting, flash photography, or excessive noise is prohibited.
2. **Equipment Placement** – Any recording equipment, including tripods or microphones, must be placed in the back row of the council chambers on the right-hand side of the room to ensure unobstructed movement and safety.
3. **Space Considerations** – If space is limited, the City may impose reasonable limits on the number of individuals using recording devices to avoid overcrowding and ensure accessibility for all attendees.
4. **Conduct Expectations** – Those recording the meeting must comply with all meeting decorum rules and directives from the presiding officer.
5. **Prohibition of Interruptions** – Individuals recording shall not engage in conversations, commentary, or other actions that disrupt the proceedings.
6. **Live Streaming** – Live broadcasting or streaming is permitted provided it does not cause disruption, require special accommodations, or interfere with the meeting's conduct.

Section 4: Enforcement - The presiding officer has the authority to enforce this policy and may request individuals who violate these provisions to comply or leave the meeting if disruptions persist. Law enforcement assistance may be requested if necessary to maintain order.

Section 5: Public Notice - This policy shall be made available on the City's official website and posted in a conspicuous location at all meeting venues.