



County of Santa Cruz

COUNTY ADMINISTRATIVE OFFICE

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SUSAN A. MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

September 15, 1999

AGENDA: September 21, 1999

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

Televising Board Meetings

Dear Members of the Board:

As your Board is aware, Community Television has completed the installation of equipment for televising Board meetings. The equipment has been checked, and Community Television has televised a meeting of the Transportation Commission as a trial run. All systems are working, and it is anticipated that Community Television will begin televising at your September 28, 1999 meeting.

Attached for your review and approval is a copy of draft protocols for the televising of meetings. These protocols are designed to prevent any intrusion into your Board's deliberations as a result of the televising. These protocols are based on those in place at the City of Santa Cruz with a few modifications. They have been reviewed by County Counsel, the Clerk of the Board, and by Community Television.

County Counsel has reviewed the requirements of the Brown Act in terms of keeping videotapes of meetings. County Counsel informed us that the Brown Act states that any tape or film recording is a public record, but it may be erased or destroyed after thirty days. The Board is required to make the videos available for public inspection during reasonable business hours. Because we do not have the facilities for viewing tapes within the Clerk of the Board's office, County Counsel concluded that having the tapes available for viewing at the Community Television offices will meet this requirement.

My staff met with the Historical Resources Commission to discuss the advisability of keeping copies of the videotapes of meetings for historical purposes. The commission recommended that the County archive videotapes of the first Board meeting of each year and those meetings which have great historical importance, such as the first Board meeting after the Loma Prieta earthquake. This recommendation has been incorporated into the draft protocols.

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I would like to thank Geoffrey Dunn and his staff at Community Television for their work on this project. Their expertise and professionalism has been greatly appreciated.

IT IS THEREFORE RECOMMENDED THAT YOUR BOARD adopt the attached Protocols for Televising Board meetings and direct that they be incorporated into the next update of the county Procedures Manual.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Susan A. Mauriello".

Susan A. Mauriello
County Administrative Officer

cc: Geoffrey Dunn, Community Television

SAM/DP

Protocols for
Televising the Meetings of the
Santa Cruz County Board of Supervisors

1. Recording and televising meetings

- Meetings shall be televised from gavel to gavel live without any substantive alteration. Recording will not begin before the meeting is called to order and will cease as soon as the meeting is closed. No recording or televising will occur before or after the Board is called into session.
- Live coverage may include informational videotapes, agendas, or other messages televised during meeting breaks, recesses, and closed sessions.
- Community Television of Santa Cruz County (CTSCC) may replay recordings of Board meetings at other times.
- Camera shots will be limited to coverage of persons who have been officially recognized to speak, or the cameras will show a wide shot of the Board. There will be no reaction shots or "cutaway" shots of people who are not speaking.
- During slides, over-head projector, or video presentations, the cameras will attempt to shoot the screen.
- Cameras will focus on the podium only when a person has been recognized by the Chair to speak.
- Cameras will not intentionally get close-up shots of Board members who are not speaking or engaging in dialogue.
- Close-up shots of Board members will be consistent in terms of camera angles and size of image.
- Graphics used to enhance meeting coverage, such as "name supers," will be fair and accurate.

2. Use of videos as a record

- Although video recordings of Board meetings are public records, they are not official records of the Board's actions.
- CTSCC will provide one VHS copy of each meeting to the County Administrative Office. The County may obtain additional copies at the established government access rates.
- The Clerk of the Board will archive videotapes of the first Board meeting of each calendar year and those meetings which have great historical importance, as determined by the Board or the County Administrative Officer.
- Community Television will make a copy of the videotape of each meeting available for inspection by the public at the CTSCC offices for no fewer than 30 days after each meeting. Members of the public can obtain copies from Community Television at regular copy prices.