



## NYCERS Board Rule #4

### USE OF RECORDING AND/OR TRANSMISSION DEVICES DURING THE PUBLIC SESSION OF ANY BOARD OF TRUSTEES MEETING (*Added by R 43 - May 19, 2011; renumbered by R-45 July 9, 2015*)

#### 1. APPLICABILITY

The following rules and procedures shall govern all requests to record and/or transmit a public session of any Board of Trustees meeting via photographic, video graphic, web cast, audiotape or any other means in accordance with Public Officer's Law Section 103(d) of the Open Meetings Law (Pub. O. Law sections 100 through 111).

#### 2. NOTICE

Any person wishing to utilize recording and/or transmission devices at a public session of a Board of Trustees meeting shall provide written notice via mail, email, fax or hand delivery to the Executive Director at least (3) business days prior to the scheduled meeting date. The Executive Director may limit the number of persons recording and/or transmitting during the meeting due to the space limitations of the Board Room.

#### 3. PROCEDURE

- (a) Any person recording and/or transmitting a public session of a Board of Trustees meeting may not interfere with the trustees, the conduct of business of the meeting, or the operations of the NYCERS administration or its employees.
- (b) Recording and/or transmission devices may not be moved during the meeting nor may any person recording and/or transmitting move about the meeting room. The use of free standing recording and/or transmission devices shall be limited to one per meeting due to space constraints. Any person wishing to place equipment within the meeting room shall do so in

a manner that will not interfere with the operations of NYCERS, the Trustees, other persons present at the meeting or the conduct of the meeting. No equipment shall be placed which would impede ingress or egress to the meeting or impede the conduct of the meeting itself. The Executive Director is authorized to direct any individual to move or remove any equipment or individual violating this provision.

- (c) Auxiliary lighting will not be permitted. Requests for adjustment to the existing lighting and placement of shades within the meeting room will be considered but need not be acted upon.
- (d) Use of NYCERS equipment will not be permitted.
- (e) Use of standard, existing electrical sockets will be permitted as long as it does not limit the accessibility to electrical sockets necessary for the operation of the meeting or the use of the members of the meeting.
- (f) Use of recording and/or transmission devices shall be at no cost to NYCERS. NYCERS shall not be required to purchase or contract for services other than those currently existing or as may in future be adopted by NYCERS.
- (g) The Board may at its sole discretion record all public sessions of its meetings or any portion thereof.
- (h) Recording and/or transmission devices will not be permitted to be used during executive sessions of Board meetings, and other gatherings of a quorum of the trustees that are exempt from the Open Meetings Law pursuant to Pub. O. Law section 108.

#### **4. FORFEITURE**

An individual's right to record and/or transmit a public session of a Board of Trustees meeting will be forfeited if, after being afforded a reasonable opportunity to modify his or her actions, he/she continues to disrupt the meeting. At such time, he/she will be asked to leave the proceedings.

#### **5. PUBLICATION**

This rule shall be published on NYCERS website and shall be conspicuously posted during meetings and written copies shall be provided upon request to those in attendance pursuant to Pub. O. Law section 103 (d) (2).

- 6. This rule shall be effective immediately upon its adoption by the Board of Trustees.