

**POLICY ON TELECAST OF PUBLIC MEETINGS AND
OTHER INFORMATION ON GOVERNMENT ACCESS CHANNEL
TOWNSHIP OF RADNOR**

I. Scope and Intent of Policy

A. It is the policy of Radnor Township (the "Township") to encourage open government and effective communications to residents and to promote positive and constructive citizen participation in the formulation of public policies affecting the governance of the Township, in accordance with the Sunshine Act, the Township's Home Rule Charter, and other laws and regulations.

B. As such, it is the Township's intent to televise, in a professional and unbiased manner, public information and public meetings of Township boards and commissions on the Township's Government Access Channel ("Access Channel") provided by its cable television franchise agreement.

C. It is also the Township's desire to regulate the manner in which individuals may videotape public meetings for private use or purposes other than televising on the Access Channel.

II. Community Bulletin Board

A. A Community Bulletin Board (the "Bulletin Board") shall be maintained on the Access Channel. The contents of the Bulletin Board shall include dates of public meetings of the Board of Commissioners (the "Board") and of advisory and quasi-judicial boards and commissions, notice of public emergencies, important Township-sponsored events and general information, such as trash, recycling, and leaf collection schedules, and other Township business and community activities.

B. All information displayed on the Bulletin Board shall be in accordance with the Township's Home Rule Charter and shall not contain any commercial message in support of a for-profit enterprise or a political party. Only Township employees designated by the Manager may update information on the Bulletin Board.

C. To the extent practical, the Bulletin Board shall be shown on the Access Channel at all times except when public meetings are being televised. Special notices, such as for leaf and holiday trash collection schedules, school closings, snow storms, etc., may at the discretion of the Township Manager (the "Manager") preempt the televising of public meetings, as circumstances so warrant.

III. Live and Replayed Video Telecast of Public Meetings

A. All public meetings of the Board of Commissioners shall be televised live whenever Video Operators ("V.O.s") are available. Public meetings of committees of the Board and of other advisory and quasi-judicial boards and commissions shall be televised live whenever V.O.s and air time on the Access Channel are available. A live telecast of a meeting of the Board of Commissioners shall preempt the live telecast or videotaped replay of a public meeting of any other boards and commissions.

B. To promote cost-effective operations, meetings shown on the Access Channel should be televised and replayed with the use of qualified, unpaid volunteers whenever possible. If necessary to attract and retain Video Operators ("V.O.s") to ensure the telecast of public meetings, the Manager at his discretion may pay one or more V.O.s to operate video cameras and to otherwise assist in such telecasts.

C. Videotapes of public meetings as a rule shall be replayed on the Access Channel as follows:

1. Board of Commissioners meetings shall as a rule be replayed continuously throughout the night of a meeting (generally, a Monday) until 8:00 a.m. two days later (generally, a Wednesday).

2. Public meetings of committees of the Board and of other advisory and quasi-judicial boards and commissions, which are videotaped for telecast, shall as a rule be replayed continuously throughout the night of a meeting until 4:00 p.m. the following day.

3. Schedule Conflicts – The live telecast of a Board of Commissioners meeting shall always take precedence over the live telecast or taped replay of any advisory board meeting scheduled for the same time. The live telecast of one advisory board meeting shall as a rule take precedence over the taped replay of another advisory board meeting scheduled for the same time. If more than one advisory board meeting is scheduled to occur at the same time, the Manager is authorized to determine which of those meetings may be telecast live. Such meeting that is not telecast live, if videotaped, may be replayed from 4:00 p.m. until the following 8:00 a.m. beginning the next day on which there is no schedule conflict.

4. Videotaped public meetings generally shall be replayed over the ensuing weekend.

5. All replays of public meetings generally shall include messages from the Bulletin Board in between replays of such meetings.

IV. Qualifications and Hiring of Video Operators

A. V.O.s, whether unpaid or paid, may be appointed or hired by the Manager to assist in the live telecast and/or videotaped replay of public meetings only upon completing an application form and meeting the minimum qualifications described below. The Manager may establish other reasonable conditions of appointment or hire, in conformance with law, as he deems in the best interest of the Township. All V.O.s shall be appointed, hired, retained, and dismissed at the pleasure of the Manager and shall serve under the direct supervision of the Manager or his designee.

B. Minimum Qualifications of V.O.s. – At the time of application, an individual must: be at least 15 years of age and possess valid working papers; have knowledge of or be able to learn the operations of video cameras and other equipment necessary to televise and replay meetings over the Access Channel; be able to follow oral and written directions; be of good character; possess good interpersonal communications skills; not be a member of or an announced candidate for an office of the Radnor Township Board of Commissioners or Radnor Township Treasurer; not be an elected or appointed official of any political party; not be an appointed member of any Township advisory or quasi-judicial board or commission; and acknowledge receipt and understanding of this policy.

C. The audio portion of all telecasts may not be turned on until a meeting is called to order by the Chair and must be turned off immediately upon a meeting's adjournment. No equipment may be used during any telecast purposely to depict any individual in a biased manner.

D. All public meetings telecast on the Access Channel shall use videotapes purchased by the Township. All tapes used for these purposes shall be considered the sole and exclusive property of Radnor Township. No videotapes of such meetings may be removed from the Township Municipal Building without the approval of the Manager. A reasonable fee may be charged to individuals for copying videotapes of public meetings.

E. For security purposes, only Township employees and other individuals authorized by the Manager may enter the production room in the Township Municipal Building to televise, replay and change videotapes of meetings.

V. Private Videotaping of Public Meetings for Purposes Other Than Telecast on Access Channel

A. All video cameras operated by individuals for purposes other than telecasting on the Access Channel may be operated at public meetings of the Board and its committees and of other advisory and quasi-judicial boards and commissions, subject to the conditions listed below.

B. Cameras used for such other purposes must be hand-held, must not hinder the public's viewing or movement around the meeting room, must not interfere with equipment being used by V.O.s, must not disrupt the meeting, and must not compromise the safety of persons in attendance.

C. As such, private camera operators may not move around the meeting room while videotaping during a meeting; for general safety purposes, no private cameras may be plugged into any electrical outlet in the meeting room or elsewhere in the building; and no portable video camera lighting equipment may be used by private camera operators at public meetings.

D. Whenever possible, all individuals who come to tape a public meeting for private purposes shall be given a copy of these applicable rules and regulations.

VI. Effective Date.

This policy shall become effective on the day immediately following its approval by the Radnor Township Board of Commissioners.

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APPROVED by the Radnor Township Board of Commissioners this 27th day of September, 1999.

RADNOR TOWNSHIP

By: _____ /s/_____
Clinton A. Stuntebeck, President

Attest: _____ /s/_____
Concetta R. Clayton, Secretary