



Policy Governing Use of Recording Devices during IMDC Meetings

(A) For purposes of this policy, the terms herein shall be defined as follows:

“Recording Device” shall mean any device, whether affixed to a tripod or handheld, which records video images and/or audio sounds, regardless of format, including, but not limited to, video cameras, digital cameras, mobile and smart phones, computer tablets (IPAD, TouchPAD), and/or any other similar technology.

“Open Meeting” shall mean any meeting held by the Illinois Medical District Commission (“IMDC”) open to the public pursuant to the Open Meetings Act, 5 ILCS 120/1, *et seq.*

(B) The following rules shall apply uniformly to both members of the public as well as credentialed members of the media for all IMDC open meetings:

- (1) Any video recording device utilized must be quiet so as to not interfere with the proceedings and the public’s ability to see or hear the proceedings.
- (2) All recording devices must be set-up prior to the commencement of the meeting and may not be removed until the proceeding has concluded unless the recording device is handheld and can easily be removed without disrupting the proceedings.
- (3) Handheld recording devices may be used from an individual’s seat. Recording devices which are affixed to a tripod and have related equipment, such as power cords, microphones, may only be placed and/or operated in the designated area(s) assigned by the IMDC. For any such recording device, arrangements should be made with the IMDC at least 48 hours prior to the meeting to ensure the availability of space for such recording devices and/or equipment.
- (4) Recording devices and/or related equipment are not permitted in any exit pathways, aisles, including entrances and exits.
- (5) The IMDC will not provide any equipment needed for use of a recording device. Access to electrical power may be made available, in the sole discretion of the IMDC, provided that any and all such use comports with the rules established herein. Under no circumstances will the proceedings be delayed or interrupted to address a recording device failure or any other problem associated with such devices.



- (6) Use of the recording shall be for public service purposes only. Any recording made and/or re-played may not be edited, altered or in any way changed and must be played unaltered.
- (7) No recording devices of any kind will be allowed during executive sessions.

These guidelines are subject to change without notice.

Adopted July 26, 2011