HOUSE 2022 POLICY FOR CHAMBER LIVESTREAMING, RECORDING, AND ARCHIVING

DRAFT for House Rules Committee *discussion* on 3/30/22 (revisions to 12/28/21)
[*pending any further long-term solutions*]

I. Definitions

<u>Livestreaming</u>: Method by which chamber sessions are broadcast online in real-time, such as via YouTube.

<u>Recording</u>: Creating a saved record of a livestream.

<u>Archiving</u>: Method of managing the livestream recordings.

II. General Principles

A. **General oversight.** The Presiding Officer has general oversight of chamber session livestreaming and recording.

B. **Livestreaming.** Chamber sessions will be livestreamed in an audiovisual format on YouTube.

C. **Recordings.**

1. The YouTube livestream will be automatically saved on the YouTube webpage assigned to the chamber.

2. This recording may supplement the chamber's Journal, which is the constitutionally-provided record of the chamber's votes and proceedings.

D. **Archiving.** Chamber livestream recordings will be:

1. Maintained on the chamber's YouTube webpage for the duration of the biennium and thereafter removed; and

2. At the end of the biennium, saved as a digital file and provided to the Vermont State Archives and Records Administration (VSARA).

E. **Alternatives.** Other methods of livestreaming and recording, whether audio or audiovisual, may be used as necessary in circumstances when the methods described in this policy are not immediately available.

III. Specific Procedures

A. **Conduct of meeting.**

1. *Beginning livestream.* The Presiding Officer directs parliamentary staff to begin the livestream.[1]

2. *Livestreaming required.* If at any time the chamber is made aware that the livestream has crashed, the chamber must recess its meeting and discontinue discussion of legislative business until the livestream has been restored.

3. *Transcription.* Chamber sessions shall be transcribed by ~~Zoom closed captioning~~ computer assisted real-time transcription (CART), an American Sign Language interpreter, another auxiliary aid or service, or a combination thereof, upon request as an accommodation under the Americans with Disabilities Act.

4. *Ending livestream.* The Presiding Officer directs parliamentary staff to end the session livestream.[2]

B. **Protection of livestream recordings.**

1. Livestream recordings shall not be trimmed, except that if a livestream recording contains non-legislative business in error, or as otherwise required by law, parliamentary staff may request that Leg. IT trim specific portions of the recording in order to remove that non-legislative business.

2. Leg. IT consults with the chamber's Parliamentarian to confirm authority to trim the specified portion from the recording.

3. After the Parliamentarian consults with the House Committee on Rules, if the Parliamentarian confirms authority, Leg. IT trims the erroneous portion of the

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[1] Best practice: Parliamentary staff signal that the session livestream is going live, in order to prepare members.

[2] Best practice: Parliamentary staff provide signaling between Presiding Officer's direction and ending the livestream because the delay in livestreaming often cuts off the end of the livestream record.

recording; re-posts the trimmed version; and maintains the original copy for 90 days, after which time it is destroyed.

C. **Temporary legislative maintenance of livestream recordings.**

1. Chamber livestream records will be maintained on the chamber's YouTube webpage for the duration of the biennium and will be removed at the end of the biennium.

2. Legislative IT and Operations staff will provide to VSARA a digital copy of all chamber livestream records at the end of each biennium.

D. **Permanent VSARA archiving of livestreaming recordings.**

1. VSARA will permanently archive chamber livestream recordings.

2. Legislative staff will consult with VSARA to ensure that VSARA's archives contain any trimmed livestream recording and not the original recording, pre-trim.