



Section:	2. Meetings
Subpart:	2.4. Management
Policy No.:	2.4.7.
Title:	Recording Meetings
Effective:	April 2012
Revised:	July 2012

Recording Meetings

Purpose: Establish a policy restricting the verbatim recording of NCWM meetings.

Background: In 2011 and 2012, members approached staff with concern for tape recorders at Open Hearings and Voting Sessions of the Interim and Annual Meetings. They worried that attendees would be hesitant to comment freely in meetings out of uncertainty for how their comments might be used. Others requested express permission from staff to be allowed to record the sessions for their own use.

Some states have laws protecting the right to record public meetings. NCWM, however, is not a government organization and is not subject to public meetings laws. One option is for NCWM to disallow recording altogether and continue to recognize minutes and meeting reports as the official records of its meetings. Another option is for NCWM to record all meetings (except Executive Sessions) and charge a cost-recovery fee to anyone who requests a transcript. In this option, attendees would not be allowed to use their own recording devices. A third option is to simply allow any registered attendee to record the meetings for their own use.

NCWM is sensitive to the need for open and honest discussions on some very difficult and even controversial agenda items. The likelihood of maintaining lively and productive debates is hampered when attendees are unsure who is recording a meeting and what their motives are. For these reasons the Board of Directors has established this policy.

Policy:

1. No person, including staff, officers, volunteer leadership, media or attendees shall be permitted to create verbatim recordings using any recording device such as, but not limited to, an audio or video recorder, stenotype or stenographer, in open hearings, standing committee work sessions or voting sessions of the NCWM Interim or Annual Meetings or in any NTEP Sector meetings.
2. Committees, subcommittees, task groups, sectors and the Board of Directors may, upon consent of all present, record conference calls or web meetings held outside of the regular meetings of the corporation. Such recordings may only be used to assist in the preparation of reports or minutes of the meetings.
3. Such recordings shall be permanently disposed of following the preparation of written reports or minutes.
4. NCWM does not recognize video, audio, or stenotype recordings of any type as official records of its meetings. Only the written reports or minutes approved by the committees, subcommittees, task groups, sectors and the Board of Directors are recognized as official records of their respective meetings, hearings, or voting sessions.

5. Meeting registration forms will include the statement, "No verbatim recordings using a device such as, but not limited to, an audio or video recorder, steno-type, or stenographer are allowed. Written reports will serve as the official record for meetings."
6. NCWM reserves the right to record special presentations, awards, and training events.