

## GUIDELINES PERTAINING TO THE RECORDING AND BROADCASTING OF SENATE MEETINGS

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### PREAMBLE

While the public may attend Open Session meetings of Senate, the right of members of Senate to their own image and to debate in a collegial climate must be balanced with that of the desire to inform the Concordia University community of Senate proceedings.

### PURPOSE

The purpose of these Guidelines is to regulate the recording and broadcasting of meetings of Senate of Concordia University (the "University").

### SCOPE

These Guidelines shall apply to all members of Senate as well as any individual attending a meeting of Senate.

### DEFINITIONS

For the purposes of these Guidelines, the following definitions apply:

"Narrowcasting" means the transmission of the Senate proceedings to a single end point, via an internal feed, viewable only by those in a designated room who are present at the time of the meeting.

"Official retention" means an authorized recording of the meeting to be retained in the University's Records Management and Archives Department.

"Recording or broadcasting device" means any equipment that can be used to record or broadcast either through photography, videotaping or audio recording, an image, a sound or a conversation, including cameras, cellular telephones, smartphones or any similar personal digital assistant device.

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### GUIDELINES

1. Open Session meetings of Senate shall be recorded by the University's Instructional and Information Technology Services (IITS) using stationary cameras.
2. The official retention of the recording shall be done in accordance with the retention rules set by the University's Records Management and Archives Department (RMAD) and shall be accessible for viewing onsite at the RMAD offices.
3. When it is foreseeable that the visitor's gallery may not be able to accommodate the number of potential attendees for a specific meeting, narrowcasting of the proceedings to a designated overflow room will be provided by IITS.
4. With the exception of the authorized recording or narrowcasting by IITS, any private or unauthorized use of a recording or broadcasting device during meetings of Senate shall be prohibited.
5. The approved Minutes of a meeting of Senate shall constitute the only official record of its decisions.