

**TOWN OF NEW LEBANON
RESOLUTION #30, 2026
RECORDING POLICY
SEPTEMBER 8, 2026**

At the regular monthly meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 8th day of September, 2026, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling
Seconded by Councilmember Powers

Recording Policy - Rules Governing Public Access to Meetings of public bodies of the Town of New Lebanon

[HISTORY: Adopted 9-8-2026]

Section 1. Purpose and Scope

- The public's right to witness and observe the governmental decision-making process in action is fundamental to our system of government. Access to public portions of meetings should be protected and maintained by the Town Board.
- The Town Board adopts these guidelines in order to provide direction concerning the procedures by which public bodies may be photographed, recorded and broadcast.
- While the Town Board currently engages the services of Town Hall Streams to live stream and to produce an audio and video record of Town Board meetings, the Town Board recognizes that others may also wish to photograph, record or broadcast its proceedings on a regular or occasional basis.

Section 2. Recording and Broadcasting Public Portions of Meetings

- The public portion of any meeting may be photographed, recorded and broadcast. Executive Sessions, conducted pursuant to section 105 of the Public Officers Law may not be photographed, recorded or broadcast.
- The Town Board adopts the following reasonable rules governing the location of equipment and personnel used to photograph, record or broadcast the public portion of its meetings in order to ensure that the use of such equipment does not detract from or interfere with the deliberative process:
 - All recording equipment, including cell phones used for recording, must be located at the rear of the meeting room either standing behind the back row of chairs or sitting in the back row of chairs.
- There is no privacy interest in statements made during public portions of meetings of public bodies. Distaste or embarrassment shall not constitute a basis for prohibiting or limiting the photographing, recording or broadcast of those present at

a meeting. However, the Town Board reserves the right to rule a person out of order for making vulgar or obscene comments, for making personal attacks, or for loud, threatening or violent behavior; these rules apply equally to persons operating equipment used to photograph, record or broadcast Town Board meetings.

Section 3. Rules for Recording and Broadcasting Public Portions of Meetings

- Operation of equipment to photograph, record or broadcast a meeting is permitted unless it is obtrusive, disruptive, or interferes with the deliberative process or the ability of persons in attendance to observe or listen to the proceedings.
- Use of equipment necessary to photograph, record or broadcast is permitted without notice to or express permission of the Town Board or those in attendance at the meeting. However, the Town Board urges all persons photographing, recording or broadcasting its proceedings to take care not to record the private conversations of members of the public attending meetings and to use discretion in photographing members of the public who do not wish to be photographed.
- Use of equipment necessary to photograph, record or broadcast is permitted in a supervised or unsupervised manner. The Town Board accepts no responsibility for any equipment, supervised or unsupervised.
- The use of special lighting or large equipment necessary to photograph, record or broadcast a meeting shall be permitted, unless such lighting or equipment is obtrusive or disruptive.
- Persons operating equipment necessary to photograph, record and/or broadcast shall be given a reasonable opportunity to modify their actions in order to avoid interference with the deliberative process or with those persons in attendance.

Section 4. Public notice

- These rules governing the operation of equipment necessary to photograph, record or broadcast a meeting shall be posted on the Town Clerk's bulletin board in Town Hall. Written copies of the rules will be provided upon request, to those in attendance at or who seek to attend a meeting.

Section 5. Severability

- If any provision of these guidelines or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

NOW, THEREFORE, BE IT RESOLVED by the New Lebanon Town Board that the above Recording Policy is adopted by the Town and shall take effect on **September 8, 2026.**

Upon the question of the foregoing Resolution, the following Town Board Members voted "Aye" or "Nay" for said Resolution:

Roll Call Vote:

Councilmember Steve Powers	Aye
Councilmember Joanne Amlaw	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Susan Tipograph	Aye
Councilmember Chris Patterson	Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: September 8, 2026

Marcie Robertson
Town Clerk
Town of New Lebanon