

## THIRD PARTY USE OF DISTRICT AUDIO VISUAL AND/OR COMPUTER EQUIPMENT DURING PUBLIC MEETINGS

Policy # **4245**  
Original Effective Date: 05/15/2019  
Revision Date: 07/01/2020  
Type of Policy: ☒ BOARD ☐ DISTRICT ☐ FIRE ☐ PARKS

### **POLICY**

4245.1 Use of Cosumnes Community Services District ("District") audio visual and/or computer equipment to broadcast materials at a Board of Directors ("Board") public meeting may occur during scheduled agenda items and/or the public comments section of the meeting. Equipment use during public comment is limited to the amount of time allotted for each speaker indicated in the meeting agenda or the discretion of the Board President. During, before or after the meeting, speakers may distribute hard copies of documents and other records to the Clerk of the Board and/or members of the Board or Commission or Board Committee. Those documents and records will be made available to any member of the public upon request and upon payment of the cost of duplication of such materials.

### **PURPOSE AND SCOPE**

4245.2 The purpose of this policy is to establish guidelines for members of the public using District audio visual and/or computer equipment during Board meetings, Committee of the Board meetings, Board Commission meetings, Ad Hoc Committee meetings, and any other public District meeting. This policy sets parameters to promote efficient administration and presentation of materials at meetings to minimize disruption and ensure decorum and decency at such meetings. It is not the intent of this policy to discriminate against, or preclude the expression of, any particular viewpoint of any speaker wishing to address the Board, a Commission of the Board or a Board Committee.

4245.3 This policy applies to all District elected officials, executives, employees, interns, volunteers, contractors, vendors, suppliers, members of the public, and other persons who participate in District programs and services.

### **APPLICATION / PROCEDURE**

4245.4 Definitions:

a. None

4245.5 Any materials, utilizing the District's computer and/or audio visual equipment at a meeting of the Board, Commission or Board Committee must be submitted to the Clerk of the Board during regular District business hours at least 24 hours before the scheduled item/presentation. Any and all computer materials will be scanned for viruses and content

before use. Submitted materials may be used, in the District's discretion, so long as they meet the following criteria:

- a. The material shall be suitable for viewing by all ages;
- b. The material shall not contain nudity;
- c. The material shall not contain sexual images;
- d. The material shall not contain depictions of violence;
- e. The material submitted for broadcasting during the public comments section must not exceed the three minutes currently allotted for this section including speaker's verbal comments;
- f. The material shall not contain any obscene, indecent or profane images or language, including, but not limited to, those indecent words that were the subject of the case *F.C.C v. Pacifica Foundation*, 438 U.S. 726 (1978);
- g. Printed hard copies of any material being presented must be provided to the Clerk of the Board prior to the start of the meeting, to be filed as meeting public records;
- h. Preferred file formats for broadcasting during meetings include: .pdf; .ppt, .pptx, .ppsx, .wmv, .avi, .mp4 and .mov;
- i. Files should be submitted in a USB/thumb drive;
- j. No changes will be allowed after item submission; and
- k. All materials submitted must be properly labeled noting the name and contact information as well as the agenda item number.

4245.6 Any person wishing to submit materials that do not satisfy the above criteria may distribute hard copies of any document and other records to the Clerk of the Board and/or Board Directors, Commission or Committee of the Board, and those documents and records will be made available to any member of the public upon request and upon payment of cost of duplication of such materials.

## **REFERENCES**

None