

MANUAL OF PROCEDURE

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PROCEDURE TITLE: Guidelines for Electronic Coverage of Regularly Scheduled District Board of Trustees Meetings Open to the Public

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64, 1001.61 AND 1012.855

BASED ON POLICY: I-1 Administration and Organization of Miami Dade College Policy Manual Approval

EFFECTIVE DATE: September 23, 2003

LAST REVISION DATE:

LAST REVIEW DATE: March 1, 2005

PURPOSE

This Procedure sets forth guidelines to facilitate the efficient and unobtrusive electronic coverage of regularly scheduled Miami Dade College District Board of Trustees meetings open to the public. This coverage may include non-disruptive audio recording, videotaping, and cameras.

Miami Dade College regular Board meetings are generally held monthly at the following location:

Miami Dade College
Wolfson Campus
James K. Batten Community Room (Room 2106)
300 N.E. 2nd Avenue
Miami, Florida 33132

In order to ensure the proceedings of the regular Board Meeting are not interrupted, the College has designated the following two alternate areas for the placement and use of all electronic devices and equipment intended to record or transmit the proceedings of the regular Board Meeting:

1. The elevated Audio Visual Area within Room 2106 in such manner so as not to interfere with the College's operations; or
2. The rear portion of Room 2106, which is immediately under the elevated Audio Visual Area.


Persons operating recording devices, cameras, or other similar equipment must do so without disrupting the regular Board Meeting. Specifically, the view between Board members and the audience must not be obstructed; interviews must not be conducted during the meeting; and commentary should not be given in a

manner that distracts Board members or the audience during the meeting.

The Board has the right to terminate any electronic coverage that interrupts or disturbs the meeting.

In order to facilitate the electronic coverage process, the College would appreciate advance notice of any individual's or organization's desire to conduct electronic coverage of any regular Board Meeting open to public to public.

Any further information needed with regard to this procedure may be obtained by contacting the Legal Affairs Department at (305) 237-3694.

	
	3/1/05
PRESIDENT	DATE