



BOROUGH OF WYOMISSING

BOROUGH HALL – 22 READING BLVD.

WYOMISSING, PA 19610-2083

TELEPHONE (610) 376-7481 FAX (610) 376-8470

www.wyomissingpa.org



Borough of Wyomissing

Policy for Use of Audio and Video Recording Equipment During Public Meetings

Pursuant to the Sunshine Act, a person attending any public meeting held by the Borough of Wyomissing (“Borough”), may use recording devices to record all or a portion of the meeting. However, pursuant to the Sunshine Act, the Borough adopts the following regulations for the purpose of maintaining order at public meetings.

Any person or group desiring to record audio or video during a public Borough meeting must do so in a manner not likely to disrupt the meeting and comply with the following:

1. Set up all recording equipment prior to the commencement of the Borough meeting or in a manner that will not disrupt the meeting.
2. Sit or stand in the public meeting area with the recording device or camera or rest the camera on a tripod located in the rear of the Borough’s meeting room, so as not to interfere with the conduct of the meeting. Video recording equipment, or those individuals holding video recording equipment, must be positioned so that they do not interfere with audience members who are entering, leaving, viewing and/or listening to the meeting, or those audience members who desire to make public comment to the Borough. The placement of recording equipment shall not interfere with ingress and egress to the public meeting room.
3. Any person operating audio or video equipment to record a public meeting of the Borough must remain present in the meeting room with the equipment at all times. If the person operating the audio or video equipment leaves the meeting room without taking the audio or video equipment with them, the Borough reserves the right to remove the audio or video equipment from the meeting room and place it outside of the meeting room. The Borough is not liable for any damage or loss of the audio or video equipment which is removed from the meeting room by the Borough, due to the owner of said equipment failing to remove it themselves.
4. Audio and video equipment used to record a public meeting may only be used during the time period the meeting is open to the public. Recording equipment may only be used before the public meeting is called to order and after the public meeting is adjourned, if permission is granted by every individual in the meeting room, that they consent to being recorded outside of the public meeting time period.
5. No recording device which produces sound distracting to the audience or to meeting participants shall be permitted.



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6. Camera lights are not permitted.
7. Movement about the room while a meeting is in progress may be distracting and bothersome to the audience and to meeting participants. Persons operating audio or video recording devices shall remain in a single location during the meeting and will not be permitted to move about in order to capture audio or video of the public meeting while the meeting is in progress.
8. No audio or video recording equipment may be operated while concealed.
9. Audio and video recording devices may not be plugged into municipal outlets.
10. Recording devices operated in violation of this policy may not be operated for the duration of the meeting.

Date Approved by Borough Council: September 10, 2024