

RESOLUTION #01-01

A RESOLUTION OF INDIANA STATE UNIVERSITY STAFF COUNCIL ADOPTING RULES FOR RECORDING MONTHLY MEETINGS

WHEREAS, the Indiana State University Staff Council desires to establish rules and procedures for the recording of its meetings for the purpose of providing accuracy for the minutes; and

NOW, THEREFORE, BE IT RESOLVED that the following guidelines, rules and regulations to the recording of meetings by Indiana State University Staff Council are hereby adopted as follows:

1. All meetings, beginning in August 2019, will be recorded using Yuja software, for the purpose of providing accuracy for the minutes.
2. These recordings shall be available to all representatives until the minutes of that meeting are approved. Thereafter, the recordings will be deleted.
3. The official minutes once approved shall be the legal record of the meeting.
4. During all meetings that are being recorded, microphones must be used when speaking.
5. Recording will stop when Council goes into closed session.
6. Please remember, all Council meetings are public and anything said will be on record.
7. Recordings will be controlled by the Council secretary or a designee in the secretary's absence.