

## TOWN OF CONCORD

### Radio/TV/News Coverage of Town Meeting

These requirements and procedures have two goals: (1) to provide reasonable access for radio, television and news coverage; and (2) to prevent news coverage from unnecessarily interfering with the orderly conduct of the Meeting and the ability of voters to hear and be heard.

1. To preserve the dignity and smooth operation of Town Meeting, all recording and reporting activities must be conducted in an orderly, non-disruptive, non-intimidating, and unobtrusive manner, in accord with appropriate standards of propriety, courtesy and decorum.
2. To fulfill the Moderator's paramount responsibility to ensure the effective and orderly conduct of the Meeting, the Moderator may terminate news recording in whole or in part at any time, or take any other action that, in his or her judgment, may be necessary under the circumstances to safeguard the Meeting.
3. Television media which desire admission to the Gymnasium, Cafeteria, Auditorium, or Lobby in order to cover the proceedings must request and receive the permission of the Moderator prior to the opening of the session to be covered.
4. The locations of cameras and crews must be approved by the Moderator prior to the start of the session to be covered. In general, cameras must be operated from fixed locations, and roving camera crews will not be permitted. Cabling placed on the floor shall be taped to minimize trip hazard and is subject to approval by the Concord Fire Chief.
5. Any necessary set-up of media equipment must be completed before the start of the session. Removal of set-up equipment must take place after the adjournment of the session.
6. To avoid disruption, any pre-approved entry or departure of crews using totally self-contained equipment (not requiring set-up) shall take place only during intervals between consideration of articles.
7. No auxiliary lighting will be permitted. TV crews should plan to use low-light cameras to obtain a satisfactory view of the audience area.
8. No flash equipment of any kind will be permitted in the Lobby or in the Gymnasium, Cafeteria, or Auditorium where the Meeting is being conducted.
9. No drones of any kind are permitted in the Lobby, or in the Gymnasium, Cafeteria, or Auditorium where the Meeting is being conducted.
10. No private videotaping will be permitted in the Gymnasium, Cafeteria, Auditorium, or Lobby.
11. No interviewing of individuals will be permitted in the Meeting venue while the Meeting is in session. Small, unobtrusive recording equipment will be permitted for interviewing in the Lobby. Media activity in the Lobby will be limited to interviews conducted in a non-disruptive manner, avoiding interference with checkers, voters entering and leaving, town staff, or others participating in or supporting the Meeting.

12. To maintain safety and movement in the limited physical space of the Meeting venue, and to prevent interference with voters entering the Lobby, checking in with the Registrars, and picking up materials for Town Meeting of handouts, campaigning, soliciting for signatures on petitions and nomination papers, opinion sampling, and leaflet distribution of any kind are permitted only OUTSIDE the building. The Concord Police Department has been asked to enforce this requirement.
13. The official record of Concord Town Meeting is kept by the Town Clerk, and no recording shall be substituted in its place.

I have read the requirements and procedures of "Radio/TV/News Coverage of Town Meeting" and agree to abide by them as a fundamental condition for admission to the Concord Town Meeting session of

\_\_\_\_\_ by the duly authorized representative of:  
(date)

\_\_\_\_\_  
(name of station or organization)

\_\_\_\_\_  
(signature of authorized representative)

Date of signature: \_\_\_\_\_