

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**FINANCE AND ADMINISTRATION**

**NO.**

**SUBJECT: Video Streaming of Council Meetings**

**INDEX: FA**

**DATE  
ISSUED**

**DATE  
REVISED**

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**PURPOSE:**

Video streaming regularly scheduled meeting of City Council, is intended to increase public participation in governance, increase transparency, and accommodate those individuals who may otherwise be unable to physically attend meetings at City Hall.

City Council desires to provide a passive means of providing streaming video of regularly scheduled City Council meetings, without incurring significant additional costs associated with video production, operation of audio-visual equipment, or additional staff or contracts. It is further acknowledged that the streaming process requires minimal manipulation for operation during the meeting. As such, City Council has selected the use of the zoom platform with each elected participant using a City purchased device for this purpose. It is understood and accepted that this configuration provides a reasonable quality product at nominal cost.

The official record of each City Council will continue to be the written, approved minutes of each meeting. Video streams are not intended to supplant, supplement, or otherwise act as an official record of the City and are not retained by the City. The meetings are to be streamed for convenience and access, not intended to be copied, stored, or retained by the City.

**POLICY:**

**Access and Retention**

The City will provide a link on the City's website to the currently streamed video. This link will stay active until the following meeting of City Council and will be removed after approval of the official meeting minutes, after which time the link will be replaced with the link to the video stream of the current, most recent City Council meeting. The website will provide a link to a single meeting, being the most recent meeting of City Council.

**CITY COUNCIL PARTICIPATION**

It is the policy of the Chesterfield City Council that Councilmembers are required to be physically present at any meeting of City Council in order to cast a vote on any ordinance, approval, resolution, or other legislative procedure. City Councilmembers may participate remotely via the zoom platform, but are not allowed to cast a vote. While video streaming may facilitate remote participation by officials who may be unable to be physically present, streaming is not intended to encourage or otherwise permit remote voting.

In the unusual emergency occurrence or exigent circumstance when the City has determined that a regular City Council meeting occurs 100% virtually, without any physical group meeting presence, the prohibition regarding voting as described above are suspended and inapplicable.

**EXTERNAL PARTICIPATION**

Video streaming is not intended to replace physical City Council meetings, but only to provide video and audio streams to the public. Video streaming will not provide for, nor will the City facilitate interactive remote participation by streaming viewers.

RECOMMENDED BY:

\_\_\_\_\_
Department Head/Director/Council Committee (if applicable)

\_\_\_\_\_
Date

APPROVED BY:

\_\_\_\_\_
City Administrator

\_\_\_\_\_
Date

\_\_\_\_\_
City Council (if applicable)

\_\_\_\_\_
Date