

**HOUSE INTERIM 2022 POLICY FOR COMMITTEE VIDEOCONFERENCING,  
LIVESTREAMING, RECORDING, AND ARCHIVING**

*Approved by House Rules Committee on 12/20/21  
[pending any further long-term solutions]*

***I. Definitions***

**Videoconferencing**: IT system allowing for committee meeting participation through both remote and in-person means, such as the Zoom or Microsoft Teams platforms.

**Livestreaming**: Method by which committee meeting videoconferences are broadcast online in real-time, such as via YouTube.

**Recording**: Creating a saved record of a livestream.

**Archiving**: Method of managing the livestream recordings.

***II. General Principles***

- A. **General oversight.** The Committee Chair has general oversight of committee meeting videoconferencing, livestreaming, and recording.
- B. **Videoconferencing.** Committee meetings will be conducted via videoconferencing using the Zoom platform.
- C. **Livestreaming.** Committee meetings will be livestreamed in an audiovisual format on YouTube.
- D. **Recordings.**
  - 1. The YouTube livestream will be automatically saved on the YouTube webpage assigned to the committee or to a designated committee's YouTube webpage in the case of a joint hearing.
  - 2. This recording will replace TASCAM as an official public record of the committee meeting.

- E. **Archiving.** Committee livestream recordings will be:
1. Maintained on the committee’s YouTube webpage for the duration of the biennium and thereafter removed; and
  2. At the end of the biennium, saved as a digital file and provided to the Vermont State Archives and Records Administration (VSARA).
- F. **Alternatives.** Other methods of videoconferencing, livestreaming, and recording, whether audio or audiovisual, may be used as necessary in circumstances when the methods described in this policy are not immediately available.

### *III. Specific Procedures*

#### A. **Conduct of meeting.**

1. *Beginning livestream.* The Chair directs the committee assistant to begin the livestream.<sup>1</sup>
2. *Witnesses; remote participants.* The Chair authorizes the committee assistant to allow remote participants into the Zoom livestream from the Zoom waiting room, and thereafter manages the extent to which those individuals remain in the Zoom livestream.<sup>2</sup>
3. *Livestreaming required.* If at any time the committee is made aware that the livestream has crashed, the committee must pause its meeting and discontinue discussion of legislative business until the livestream has been restored.
4. *Transcription.* Committee meetings shall be transcribed by Zoom closed captioning.
5. *Ending livestream.* The Chair directs the committee assistant to end the meeting livestream.<sup>3</sup>

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<sup>1</sup> **Best practices:**

- Committee assistant provides a countdown to going live, in order to prepare meeting attendees.
- Once live, committee assistant provides notice within the physical meeting space that the meeting is being livestreamed, such as turning on an “ON AIR” sign. This allows anyone entering the physical meeting space to know that they may be recorded.

<sup>2</sup> **Best practice:** Witnesses—whether remote or in-person—should be responsible for scrolling through any written documents they want to review with the committee.

<sup>3</sup> **Best practice:** Committee assistant provides a countdown or other signaling between Chair’s direction and ending the livestream because the delay in livestreaming often cuts off the end of the livestream record.

**B. Necessary trimming of livestream recording.**

1. If a livestream recording contains non-legislative business in error, the Chair may request that Leg. IT trim specific portions of the recording in order to remove that non-legislative business.
2. Leg. IT consults with the Office of Legislative Counsel's Public Records Officer to confirm authority to trim the specified portion from the recording.
3. If the Public Records Officer confirms authority, Leg. IT trims the erroneous portion of the recording; re-posts the trimmed version; and maintains the original copy for 90 days, after which time it is destroyed.

**C. Temporary legislative maintenance of livestream recordings.**

1. Committee livestream records will be maintained on the committee's YouTube webpage for the duration of the biennium and will be removed at the end of the biennium.
2. Legislative IT and Operations staff will provide to VSARA a digital copy of all committee livestream records at the end of each biennium.

**D. Permanent VSARA archiving of livestreaming recordings.**

1. VSARA will permanently archive committee livestream recordings.
2. Legislative staff will consult with VSARA to ensure that VSARA's archives contain any trimmed livestream recording and not the original recording, pre-trim.