



Georgia HOUSE OF REPRESENTATIVES

House Media Services Office's Streaming Policies:

- The House Media Services Office will live stream all floor proceedings for the Georgia House of Representatives during the legislative session.
- The House Media Services Office will live stream all in-person and virtual full House committee meetings, joint committee meetings, House study committee meetings and House subcommittee meetings so long as such meetings are conducted in a room in the Capitol or Coverdell Legislative Office Building (CLOB) that is equipped with the necessary functioning broadcast capabilities. The House utilizes a video/audio conference call application called Zoom for official virtual meetings.
- Unless directed by the Speaker's Office or specifically requested as provided in these policies, the House Media Services Office will not typically live stream or record any of the following meetings: meetings in executive session; conference committee meetings; committee/study committee meetings in rooms without functioning broadcast capabilities; or committee/study committee meetings that take place off-site. Meetings of state agencies or commissions may take place in a meeting space controlled by the House, but if it is not a House meeting, the House Media Services Office will not be responsible for filming or streaming it.
- The House Media Services Office will make reasonable efforts to live stream or record any last minute committee, subcommittee and study committee meetings as well as committee, subcommittee and study committee meetings that take place off-site or in rooms without functioning broadcast capabilities.
- Live streams will begin as soon as the presiding officer gavel the House into session or when the chair calls the meeting to order. Live streams will end immediately when the session/meeting is adjourned.
- Cameras in the House chamber and committee meeting rooms that are used for live streaming will focus only on recognized speakers and close ups shall be limited to recognized speakers. Sensational/reaction shots are prohibited.
- Member's microphones in the House chamber/committee meeting rooms are controlled in the respective meeting room or chamber. Staff of the House Media Services Office cannot remotely control microphones. House Media Services Office can control microphones for virtual meeting attendees via Zoom.
- If, during House floor proceeding or committee meetings, floor/committee action has been stopped, the House Media Services Office will display a graphic to identify the procedural status (i.e. the House is at ease).

- In the event of an emergency or disturbance during a live stream, the House Media Services Office reserves the right to cut audio feeds, cut camera angles to wide shots, or cut the live stream as deemed appropriate. Live streaming will not be altered by the House Media Services Office for any other reason. Session/committee live stream and recorded videos may be edited to add appropriate graphics or if there was some type of emergency or disturbance that led to a cut audio or video feed.
- Any live stream is provided merely as a courtesy to the public and is not required under any laws or rules. The Speaker's Office reserves the right to make changes to the House Media Services Office Streaming Policy. Neither the House of Representatives nor the Georgia General Assembly shall be liable for any technical problems or other circumstances which prevent a live stream or recording. Live streams or recordings do not act as official records and their existence or lack thereof does not impact the session/committee proceedings.
- Further Disclaimers:
 - Users must recognize problems with equipment, connectivity, and scheduling of live stream may arise;
 - Users must understand that a live stream may not be functioning properly if there are technical or other difficulties;
 - The House of Representatives cannot guarantee users will be able to connect to a live stream or hear the proceedings of a legislative committee meeting streamed via the House's website.
- Failure of live stream capability shall not delay a meeting or affect the validity of any action taken at the meeting.
- In the event of a live stream/system failure, the House Media Services Office will make a reasonable attempt to obtain a recorded video using a portable camera. And, House Media Services Office will make a reasonable effort to provide notice regarding such failures on the official House Facebook and Twitter accounts.
- The House Media Services Office shall post the following to the House of Representatives' website:
 - A copy (video archive) of any meeting that was previously live streamed or recorded as outlined in this policy; and
 - A link to the live streams of any broadcasted meeting as outlined in this policy.
- Archived/recorded videos that are posted on the House of Representatives' website will not be posted in a format that is downloadable, unless otherwise directed by the Speaker's Office.
- Any posted video is available for public, noncommercial use, unless commercial usage is specifically authorized.
- Members of the House of Representatives may request video of himself or herself be clipped (cut) and edited and provided to the member for his or her own use. The House Media Services Office does not provide videos clips to other members. The House Media Services Office does not clip/edit videos for the general public.

- The House Media Services Office must be made aware of any changes to meeting date/time/location as soon as possible to ensure that such meetings will be properly staffed.

For the purposes of these policies, live stream means activities as they occur. Recorded means materials that were taped but not aired.