



WISCONSIN LEGISLATIVE COUNCIL

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WISCONSINEYE LEGISLATIVE PROTOCOLS: NOTES FOR COMMITTEE CHAIRS

5 Minutes Before Noticed Time of Meeting, Until Called to Order:

- Cameras may be recording, limited to a general view of the room, without close-up shots.
- Audio may be recording, at background level only.

During Meeting:

- Coverage must focus primarily on the Chair or a person recognized by the Chair.
- WisconsinEye must avoid shots that:
 - Discernibly show a member's papers or computer screen.
 - Are embarrassing, sensational, or invasive of private materials or conversations.

When Standing Informal or In Recess:

- Cameras may be recording, and must focus on the Chair's seat.
- Audio may *not* be recording.

Upon Adjournment:

- Coverage must end within 10 seconds, during which time:
 - Audio may be recording, at background level only.
 - Video coverage is limited to a general view of the room, without close-up shots.

Indications of When WisconsinEye is Recording:

- WisconsinEye posts its weekly recording schedule on its web site.
- Sergeant-at-Arms posts notice on the door of a room where WisconsinEye is recording.
- Red light indicates which camera is currently recording.

Additional Observations:

- Audio and video may be *on* at other times, for testing and monitoring activity in the hearing room, **but not recording**.
- Watch for open microphones – even at background level, WisconsinEye might pick up your conversation.
- In executive session, when holding the roll open after all other members have left, **explicitly recess the executive session to ensure that audio recording is turned off; reconvene the session to receive the vote of a member.**
- Strike the gavel clearly to convene and adjourn a meeting. This provides an important cue to WisconsinEye.