

CITY OF MARQUETTE, MICHIGAN

CITY COMMISSION POLICY

Policy Number: 2002-04	Revision Date:
Date Adopted: July 29, 2002	
Department: Administrative	

SUBJECT: USE OF AUDIO/VISUAL EQUIPMENT IN COMMISSION CHAMBERS

PURPOSE: To maintain an orderly adherence to City business and the Commission's written agenda through improved communication between the City Commission, members of the public seated in the Chambers, and those watching a meeting via cable links.

POLICY: The City of Marquette has created, within its Commission Chambers, the ability to use advanced audio and visual (AV) equipment during presentations. The equipment was installed to provide improved communication between the City Commission and members of the public in the Chambers and those watching a meeting via cable links. It is the intent of the Commission that graphic information displayed during their regular meetings will be simultaneously broadcast to the viewing public over this media. These rules and procedures are adopted by the Commission to maintain an orderly adherence to City business and the Commission's written agenda.

The user warrants that the programming does not contain any BMI (Broadcast Music, Inc.) or ASCAP (American Society of Composers, Authors & Publishers) protected material. The user is responsible for obtaining proper release forms for use of music and non-music copyrighted material in their presentation. The user accepts all liability for program content and agrees to indemnify the City of Marquette and all its representatives for all liability or other injury due to program content (including reasonable attorneys fees and costs of defense) arising from or in connection with claims for failure to comply with applicable laws, rules, regulations or other requirements of Local, State or Federal authorities; for claims of libel, slander, or for infringement of common law, or statutory copyright; for unauthorized use of Trademark, trade name, or service mark, and for any other injury or damage in law or equity which claims result from users use of the City of Marquette's Chamber equipment and Cable channel.

AV material is to be prepared and submitted in final form for approved agenda items in a format compatible with City equipment one week prior to the meeting. Presentations by City Staff are to be made on City equipment. All presentation material must be compatible with the broadcast medium used in the Chambers. The Department presenting the material is fully responsible for the content, presentation, compatibility, and appropriateness of material. The Commission may, by majority rule of those present, waive the rule for prior submission of material, and cancel or postpone any planned presentation.

Presentations to be made by persons other than City staff can be made only where approval is granted in advance of the meeting and under the same rules and procedures described for City staff. Presentations must be germane to an agenda item. If any Commissioner deems the presentation not germane to an agenda item, said Commissioner shall immediately challenge the presentation; and, if unresolved by discussion of the Commission, shall have the right to call for a vote challenging and stopping the presentation based upon its failure to be germane to an agenda item.

All presenters shall include a properly formatted paper and electronic file copy of the presentation to be made. The file copy shall be presented to the City Clerk to aid in an orderly transaction of City business and archiving the presentation. Said copy shall be furnished in final form to the Office of the City Manager not less than seven days prior to the Commission meeting.