

UTAH PTA RECORDING AND LIVESTREAMING POLICY

1. Purpose

The purpose of this policy is to provide guidance to members and attendees of (name of PTA) PTA regarding the recording, livestreaming, and distribution of PTA meetings and related content. This policy aims to protect the privacy of members, ensure compliance with applicable law, and preserve open and candid participation in PTA discussions.

2. Scope

This policy applies to all in-person and virtual PTA meetings and related content, including but not limited to general membership meetings, board meetings, committee meetings, and special events where PTA business is discussed or conducted.

3. Definitions

- A. **Recording:** Any audio or video capturing of a meeting, whether through built-in platform tools (e.g., Zoom recording), personal devices (phones, cameras, etc.) or Virtual Assistant (e.g., AI Bot, notetaker, etc).
- B. **Interactive Virtual Meeting:** All attendees can be granted the ability to speak, be seen, ask questions, and engage in discussion. (eg: Zoom Meetings, Google Meet, etc)
- C. **Livestreaming:** Simultaneous broadcast of a meeting to a public or private audience via digital platforms (e.g., Facebook Live, YouTube, Zoom Webinar).
- D. **PTA Business:** Discussions or decisions related to the governance, operations, programs, finances, or activities of the PTA.
- E. **Training:** Pre-planned educational sessions, workshops, or presentations intended to provide information or skill development to members or the public, and which do not include deliberation, decision-making, or discussion of sensitive PTA business.

4. General Policy

A. Recording and Livestreaming PTA Business

Recording and livestreaming of meetings (both in person and virtual) where PTA business (decisions, member discussions, sensitive information) is discussed is not allowed due to legal, privacy, and organizational concerns.

B. Recording and Livestreaming Limited Use

The PTA may approve recording or livestreaming of curated content (e.g., presentations, informational Q&A sessions, and promotional content) that does not involve confidential or sensitive PTA business.

Recordings and/or livestreaming of trainings and events may be permitted when the content is educational in nature and does not include deliberation or discussion of sensitive PTA business.

- i. All recordings or livestreaming of trainings must receive prior approval from the Executive Committee.
- ii. Trainings that are recorded or livestreamed should be limited to pre-planned presentations, workshops, or informational sessions.
- iii. ●If recording or livestreaming are approved, participants must be notified in advance and at the start of the training.
- iv. Recordings and livestreaming shall be used only for approved PTA purposes, such as member education or leadership development, and shared only through official PTA channels.

C. No Personal Recording without Authorization

Members and attendees may not independently record or stream meetings without express approval of the _____ (name of PTA) PTA President or designated authority.

5. Consent and Legal Considerations

One-Party Consent

Utah is a one-party consent state, meaning that a person may legally record a conversation if they are a participant in the communication or if one participant has given consent. While Utah law does not require consent from all parties, _____ (name of PTA) PTA adopts additional safeguards to promote transparency and trust among members.

6. Privacy and Data Protection

A. Respect for Privacy

Recordings and livestreams may unintentionally capture private information (family photos, minors, private conversations). The PTA must consider privacy impacts, particularly for minors.

B. Limited Distribution

Approved recordings may be shared only through official PTA communication channels and only with membership or designated audiences, unless authorized by the board.

C. No Redistribution

Recorded content must not be reparted, reposted, or made public outside approved PTA channels without explicit _____ (name of PTA) PTA Board of Directors approval.

7. Preventing Unauthorized Recording of Virtual Meetings

To reduce the risk of unauthorized recording — including by unknown participants or virtual assistants — _____ (name of PTA) PTA will implement reasonable security measures for virtual meetings.

A. Before the Meeting

- i. Include recording expectations in meeting invitations.
- ii. Require registration when appropriate, collecting participant names and email addresses.
- iii. Review registration lists for unfamiliar or suspicious entries.
- iv. Disable “join before host” settings.
- v. Use waiting rooms or participant screening features.

- vi. Disable participant recording permissions unless expressly authorized.
- B. During the Meeting
 - i. Monitor the participant list for unfamiliar or unapproved names or virtual assistant attendees (e.g., “AI Notetaker”).
 - ii. Remove unauthorized or suspicious participants.
 - iii. Use available platform security tools to manage disruptions.
- C. After the Meeting
 - i. Review attendance logs if concerns arise.
 - ii. If an unauthorized recording is discovered online, document the location and request removal from the individual or hosting platform.

8. Content and Liability Considerations

A. Appropriate Content

Anything captured on recording or livestream must be appropriate, lawful, and consistent with PTA values. Items such as copyrighted materials or political signage in view may expose _____ (name of PTA) PTA to legal risk.

B. Defamation and Risk

_____ (name of PTA) PTA may be held responsible for what is made public. Complaints or personal remarks recorded and widely distributed could expose the organization to legal action.

9. Impact on Member Participation

Recording can inhibit open, candid discussion by attendees, especially volunteers or partners. _____ (name of PTA) PTA should consider whether the benefit of recording outweighs potential impacts on participation and honesty in discussion.

10. Enforcement

Violation of this policy may result in:

- Revocation of recording privileges
- Request to delete unauthorized recordings
- Suspension of meeting attendance
- Review by _____ (name of PTA) PTA Board of Directors for further action

11. Review and Amendment

This policy will be reviewed annually by the _____ (name of PTA) PTA Board of Directors and may be amended as needed to reflect legal changes, best practices, and member feedback.