

Policy for Recording Meetings

LES USA & Canada (“LES”) wants its members and participants to have the opportunity to speak freely and share viewpoints without concern about whether their comments are being recorded for further sharing or distribution, and the use of such recordings having unintended consequences.

This policy provides direction to LES members, staff, contractors, or any attendee at an LES meeting (collectively, “Covered Individuals”) on recording any meetings, including without limitation, board, chapter, sector, management council, committee and standards meetings as well as annual meetings, education sessions and webinars (collectively, the “LES Meetings”).

Covered Individuals must not record LES Meetings absent an articulated business need that requires recording of such meeting and then, only subject to the Consent, Notice, and Storage requirements below. LES Meetings include, but are not limited to, meetings that involve internal deliberations, brainstorming strategies, event planning, performance of the organization, or other sensitive or confidential information. As used herein, "record," "recorded," "recording" or “transcription” means the process used to produce verbatim documentary material, regardless of physical form or characteristics, including, but is not limited to, automatic capture of audio, video, or both, real time or automated speech to text conversion or transcription, or any capture of audio, video or both on a storage medium regardless of whether such storage medium is associated with the platform hosting the meeting.

Covered Individuals may record LES Meetings that involve LES business where the content is releasable, such as business meetings open to the public or outreach meetings open to the public, or where there is an articulated business need, in each case subject to the Consent, Notice and Storage Requirements specified below. LES Meetings, such as LES webinars, specific sessions at the Annual Meeting, or education sessions, which LES has obtained specific approval from the speakers, may be recorded and subject to the Consent, Notice, and Storage Requirements Section 2 and 3 below.

Consent, Notice, and Storage Requirements:

Before proceeding with a recording of an LES Meeting, the Covered Individual organizing the meeting to be recorded must do the following:

1. Obtain consent from the President of LES or his/her designated representative to record a meeting at least five business days prior to the session. Consent may be withheld at the sole discretion of the President of LES or his/her designated representative. Please provide any and all information regarding the recording request for the President or his/her designated representative’s consideration:
 - a. the purpose of the LES Meeting and the location of the LES Meeting
 - b. the purpose of recording the LES Meeting to understand why the meeting is being recorded;
 - c. the intended use and distribution plan of the recording;
 - d. whether any participant’s Personally Identifiable Information (PII) will be captured and what would be the applicable law;
 - e. whether statements captured in the meeting would be attributed to specific participants in the meeting;
 - f. whether all of the information being recorded will be publicly available and, if yes, ensure that it does not include LES confidential information or internal deliberations or other sensitive content;

- g. whether there is a question-and-answer/executive portion of the meeting and whether it is appropriate to record that portion or end the recording before that portion of the meeting begins;
 - h. whether consents will be or have been received from speakers and/or participants prior to recording; and
 - i. where such recording will be stored
2. Ensure that advance notice of the recording is provided to the participants and presenters of the meeting. The meeting invite must advise participants and presenters that the meeting will be recorded and may be released publicly and describe how any attribution and PII will be handled. In addition, the meeting host must announce at the beginning of the meeting that the meeting will be recorded.
3. Any recordings of LES Meetings will be stored in accordance with the LES records retention guidelines.

For individuals who require a recording due to a disability, please contact meetings@les.org. LES is committed to supporting and accommodating individuals with disabilities consistent with the law. LES will follow its reasonable accommodation process to fulfill these needs on a case-by-case basis.