Memorandum of Understanding: USAC Live!

WHEREAS, the Undergraduate Student Association Council at UCLA have come together to collaborate to increase the transparency of USAC meetings through live streaming.

WHEREAS, the Undergraduate Student Association Council at UCLA have voted to enter into a collaborative agreement in which all council meetings will be live streamed to the public and;

WHEREAS, the USAC Internal Vice President’s Office will be leading this project and the other councilmembers will be partners in the service; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the guidelines to govern USAC Live! and;

WHEREAS, the guidelines prepared and approved by the collaborative through its partners are to be submitted to the USAC website and the Daily Bruin within 48 hours of approval.

I) Description of USAC

The Undergraduate Students Association Council (USAC) is the officially recognized student voice of undergraduate students at UCLA to the campus administration, faculty, and outside community. It is comprised of thirteen offices and commissions and aims to serve the UCLA community through advocacy, education, and programming. Elected by the undergraduate student body, the officers and commissioners of USAC work to enrich the undergraduate experience by bringing relevant issues and programs to the student body.

II) Guidelines

1. The Undergraduate Student Association will livestream its weekly Council meetings to the UCLA community and the public under the following circumstances:
   a. The video recordings shall not be archived following the conclusion of the meeting
   b. There shall be a sign outside the entrance to the room in which the Council meets notifying all those who enter that they will be filmed and the meeting will be livestreamed
      i. The sign shall also notify all who enter that they may ask the Recorder to pause the livestream during their public comment if and when they wish to make one
   c. There will first be an opportunity to make public comments that will be livestreamed. Immediately following this portion of the meeting, the Recorder will stop the livestream and ask all those who still to make a comment to do so. These will not be livestreamed.
   d. USAC Live! shall be staffed in the interim by a member of the USAC Internal Vice
President’s Office who will be trained beforehand to use the technology
e. USAC Live! shall use Google Hangouts on Air, a free livestream service to make
the live feed available to students
   i. The link to the livestream will be posted weekly from the USAC Internal
      Vice President’s Office Facebook and Twitter pages
   ii. The link will also be posted in the Minutes document as well as the USAC
        website
   iii. All who wish to share the link will be free to do so
f. Executive Sessions, Good & Welfare and all other proceedings in which the
   minutes would not be recorded, will not be livestreamed by USAC Live!
g. The USAC is not liable for any misuse or abuse of the livestream footage by
   outside individuals during or after the conclusion of the Council meeting
h. The USAC reserves the right to change or suspend these guidelines with a
   majority vote of the Council
i. The Film Permit (#8987, attached) expires June 30 2014 before which the USAC
   Internal Vice President is responsible for renewing the film permit with the
   majority vote consent of the Council

Pending Approval by the USAC on Tuesday February 18th 2014:

Vote: 9-0-0

cc: Daily Bruin, USAC Website and All Interested Parties