



USAC Office of the Internal Vice President
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Memorandum of Understanding: DEPT usaclive

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

WHEREAS, the Undergraduate Students 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 council members 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 DEPT usaclive 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 Students Association will livestream its weekly Council meetings to the UCLA community and the public under the following circumstances:
 - a. The video recordings shall 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 with no audio and no video streamed. Then, the audio will turn back on the livestream and ask all those who wish to make a public comment. Immediately following this portion of the meeting, the Recorder will turn back on the livestream and ask all those who still wish to make a

- comment to do so. These will be video and audio recorded.
- d. DEPT usaclive 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 Facebook page.
 - 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
 - e. Executive Sessions, Good & Welfare and all other proceedings in which the minutes would not be recorded, will not be livestreamed by DEPT usaclive.
 - f. 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
 - g. The USAC reserves the right to change or suspend these guidelines with a majority vote of the Council
 - h. The Dept usaclive will only give access to @ucla.edu accounts.

Guidelines last amended: December 5, 2017