

Hybrid and/or Virtual Meeting Recording and Artificial Intelligence (AI) Note-Taking Policy

This policy is intended to leverage the benefits of software tools/technologies available for recording and note-taking for meetings while respecting participant privacy and fostering a productive and participatory meeting environment.

- A. Recording of a meeting or use of AI for note-taking is prohibited for the following meetings:
 - 1. Client-facing (except meetings whose sole purpose is agenda-setting)
 - 2. Board of Directors
 - 3. Executive Committee
 - 4. Government Affairs Committee (GAC)
 - 5. Political Action Committee (PAC)
 - 6. Any committee/subcommittee/task force/forum meeting determined to be “sensitive” by ACEC/MA (such as scoring of awards or scholarships, or other issues)
- B. When recording or using AI for note-taking for certain ACEC/MA meetings, guidelines are as follows:
 - 1. Transparency and Consent:**
 - a. ACEC/MA Leaders must inform participants beforehand that AI will be used to record the meeting. This can be done through meeting invites or a quick announcement at the start.
 - b. ACEC/MA Leaders must acknowledge and respect those who choose not to participate in a recorded session.
 - c. **All participants must consent before recording or AI note-taking can occur.**
 - d. If recording or AI note-taking is to occur, it must be clearly stated in the meeting invitation sent before the meeting.
 - 2. Security and Access:**
 - a. ACEC/MA would choose a licensed and reputable AI tool with strong security measures to protect sensitive information discussed in meetings.
 - b. ACEC/MA would determine who will have access to the recordings and transcripts. **They should not be stored in the public domain.**
 - c. ACEC/MA would establish clear guidelines for how long recordings will be stored and how they will be disposed of.
 - 3. Meeting Efficiency:**
 - a. ACEC/MA Leaders must consider if AI note-taking is truly necessary for the meeting.
 - b. If using AI, ensure it doesn't disrupt the flow of the conversation.
 - 4. Additional Considerations:**
 - a. ACEC/MA Leaders must review all notes for accuracy prior to distribution.
 - b. All members should be aware of potential legal implications, especially regarding privacy laws and data security.

Adopted on July 15, 2025 by ACEC/MA Board of Directors