

## 0168 RECORDING BOARD MEETINGS

The Board of Education directs the creation and maintenance of an official record of the formal proceedings of the Board and will permit the unofficial recording of Board meetings in accordance with this **B**y law.

### Minutes

The Board shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, information sufficient to explain the actions taken, and any other information required to be shown in the minutes by law.

Minutes of public meetings shall be public records signed by the Board Secretary and filed in the Board Secretary's office in a minute book as the permanent record of the acts of this Board.

Minutes of executive meetings shall be filed in the Board Secretary's office in a place separate from the minute book until the time, if any, when the proceedings may be made public. At that time, the minutes shall be public records and shall be filed in the regular minute book.

The Board Secretary shall provide each Board member with a copy of the minutes prior to Board approval.

### Electronic Recording

The Board Secretary shall make an audio tape recording of each Board meeting as an administrative aid in the preparation of minutes. The recording shall be retained for forty-five days or until either summary or verbatim transcripts have been approved as minutes, whichever is longer, after which time they may be erased only if permission is granted by the New Jersey Department of State, Division of Archives and Record Management. All such recordings will be erased or destroyed in compliance with laws and rules for the destruction of public records.

The recording may not be able to be destroyed if a subject matter, vote, or Board action on the recording is the subject of litigation. The district will notify the New Jersey Division of Archives and Records Management when requesting permission that a recording be destroyed if the recording includes subject matter in litigation, or the district will not request permission to destroy such recording if the subject matter is in litigation.



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### Recording by the Public

A member of the public may record the proceedings of a public meeting of the Board provided the audio or video recording process complies with reasonable guidelines as outlined in this Bylaw. These guidelines are adopted to ensure the recording of the public meeting does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting.

The Board will permit the use of **audio or video recording devices by members of the public to record public meetings. Prior notice to audio or video record a public meeting is not required provided the person operates the recording device while sitting in the area designated by the Board for public seating. The recording of a meeting from this area shall not obstruct or distract any member of the public from observing and listening to the proceedings of the meeting. If the recording is obstructing the view or is distracting to members of the public, the presiding officer or designee will require the person recording the meeting to relocate to another area of the meeting room.**

**In the event a member of the public wants or needs to audio or video record a public meeting from an area other than the area designated for public seating, the person shall provide notice of such request** ~~only when notice of such intended use has been given.~~ to the Board Secretary in advance of the meeting. The Board Secretary or designee shall review the ~~video~~ recording guidelines **outlined in this Bylaw** with the person requesting to ~~video~~ record **the meeting.** ~~Prior notice is not required to audio record a meeting.~~

~~All audio and video recording devices shall be silent in operation, inoffensive, and unobtrusive.~~ Any **member of the public wanting to use a video** recording device **from an area other than the area designated for public seating** must be located and operated from inconspicuous locations in the meeting room as determined by the presiding officer ~~or designee of the meeting.~~ **or designee** will determine the location of each recording device so **each** ~~the~~ video recording device can ~~video~~ record the meeting with an unobstructed view **and each audio recording device can record a meeting so the speakers and meeting proceedings can be properly recorded.** The location of any recording device operated from an area other than the area designated for public seating will be in an area of the meeting room that is not distracting or obtrusive to Board members, members of the public, or the orderly operation of the meeting. Any recording device used outside the area designated for public seating shall be located within a similar distance from the Board as the public seating area. The presiding officer or designee shall determine when the number of recording devices used outside the



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~~area designated for public seating interferes with the conduct of a Board meeting and may order that an interfering recording device be removed or relocated. The presiding officer may permit a person wanting to video record the meeting using a small hand held video recording device to sit with their video recording device in the public seating area of the meeting room provided the person recording and/or the recording device is not distracting or obtrusive to the~~

~~A person that wants to audio record a public meeting shall sit with their audio recording device in the public seating area of the meeting room and shall not be distracting or obtrusive to the meeting. Additional lighting shall not be used unless approved by the presiding officer or designee prior to the meeting. All recording devices and any related equipment must be battery operated or operational without the use of district electricity, as the district cannot will not permit such equipment to be connected to the school district's electrical service. guarantee convenient availability or location of electric outlets in the meeting room.~~

~~The presiding officer or designee shall determine when the number of video recording devices or if an audio or video if a recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed or relocated. The presiding officer may also limit the number of video recording devices if he/she determines the number and positioning of the video recording devices will be an unnecessary intrusion to the meeting. In this event, preference will be given based on the order in which prior notice requesting to record the meeting was provided to the Board Secretary.~~

~~Any person who video records a public meeting in accordance with the provisions of this Policy shall provide the Board the opportunity to obtain a copy of the recording at the Board's expense, but the Board shall have no power to edit or abridge the original recording.~~

N.J.S.A. 10:4-14

Adopted: 17 July 2012

Revised: \_\_\_\_\_

