

# BYLAW

## BOARD OF EDUCATION MOUNT OLIVE TOWNSHIP

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Recording Board Meetings

### 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 bylaw.

#### 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 electronic recording of each Board meeting as an administrative aid in the preparation of minutes. The recording shall be retained for a minimum of 45 days or until the minutes are prepared, 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.



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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.

### 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 video recording devices 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 with the person requesting to video record. 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 video recording device must be located and operated from a location that does not interfere with the conduct of the board meeting as determined by the presiding officer of the meeting. Prior to the meeting, the presiding officer will determine the location of each recording device so the video recording device can video record the meeting with an unobstructed view. 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 meeting. A person that wants to audio record a public meeting shall sit with their audio



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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 prior to the meeting. All recording devices must be battery operated, as the district cannot guarantee convenient availability or location of electric outlets in the meeting room.

The presiding officer shall determine when the number of video recording devices or if an audio or video 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: 29 June 1998

Revised: 27 February 2012

