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*Note:* Additional resources and sample agenda/notices related to Board meetings are available of the [TASB School Law eSource](#) website.<sup>1</sup>

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### MODEL GUIDELINES FOR RECORDING BOARD MEETINGS

The Open Meetings Act allows any person attending a Board meeting to record the open portion of a meeting by means of a “tape recorder, video camera, or any other means of aural or visual reproduction.” The Act further authorizes the Board to adopt reasonable rules to maintain order at its meetings, in accordance with Government Code 551.023

The Board encourages the press, the broadcast media, and all interested individuals to attend Board meetings and to record all or any part of the open proceedings. To this end, the District and its staff will seek to facilitate all reasonable requests relating to recording activities. In accomplishing these goals, the Board does not intend to prevent or unreasonably impair recordings; however, persons using any means of aural or visual reproduction must abide by the following rules at all Board meetings.

1. All equipment that requires set up must be assembled at least 15 minutes before the meeting is scheduled to start.
2. No strobes, flash lighting, or other bright lights that would impair the conduct of the meeting may be used, unless approval has been obtained from the Board President or the Superintendent before the meeting.
3. The Board proceedings must not be interrupted for the purpose of accommodating any one’s audio or video recording. Any interviews during meetings must be conducted outside of the meeting chamber.
4. The presiding officer at the meeting may stop the aural or visual reproduction if the person operating the equipment or the equipment is disrupting or in any way interfering with the orderly conduct of the Board meeting or blocking aisles and/or other means of entrance to or exit from the Board room.
5. Stationary equipment that requires set-up will not be taken down during the course of the meeting but may be removed during a recess or after the meeting has ended.
6. No recording equipment will be allowed in a closed meeting, except as provided in Government code 551.103, or as otherwise authorized by the Board.

[Courtesy of TASB Legal Services]

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<sup>1</sup> TASB School Law eSource, Board Meetings: <https://www.tasb.org/services/legal-services/tasb-school-law-esource/governance/board-meetings.aspx>