

## 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 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 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 Secretary shall provide each Board member with a copy of the minutes no later than thirty days of the Board meeting.

### Electronic Recording

The secretary to the Board Secretary may make an electronic recording of each Board meeting as an administrative aid in the preparation of minutes; the electronic recording shall be retained for a minimum of one year or until the minutes are prepared, whichever is longer, after which time they may be erased only if permission is granted on an annual basis by the New Jersey Department of State, Division of Archives and Public Records. All such tapes will be erased or destroyed in compliance with laws and rules for the destruction of public records.

### Video Recording by the Board

The Board has established the following parameters for the video recording of its open session public meetings:

- A. Open session public meetings, as set forth above, will be video-recorded.

- B. A copy of the video tape will posted on the District's web site within three (3) business days after the public meeting of the Board and shall be kept on file in the central office for a minimum of one year. While video tapes/recordings of the public meetings will not be the official public record/minutes of Board of Education meetings, it is the intent of the Board that such tapes will be available to the public.
- C. The Board reserves the right to edit the video tape prior to posting to protect the privacy of students and staff.

## Recording by the Public

Any member of the public may record the proceedings of a public meeting of the Board in a manner that 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 tape recorder(s) or video camera(s) only when notice of such intended use has been given to the Board Secretary five days in advance of the meeting. Any camera(s) must be operated in an inconspicuous location in the meeting room. The Board reserves the right to request a copy of the tape.

The presiding officer shall determine when any recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed.

Any record of a Board meeting that is made available to persons other than the maker of the record and is set forth as a true and accurate record of that meeting must be open to inspection by the Board and may be copied by this Board at the Board's expense.

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

Adopted: 13 December 2004

Revised: 23 January 2012

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