

POLICY

OLD BRIDGE BOARD OF EDUCATION

BYLAWS
0168/Page 1 of 2
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 Assistant Superintendent for Business/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 Assistant Superintendent for Business/Board Secretary shall provide each Board member with a copy of the minutes prior to the next scheduled work agenda.

Electronic Recording

The Assistant Superintendent for Business/Board Secretary shall make a video tape recording of each Board meeting as an administrative aid in the preparation of minutes. The recording shall be retained forty-five days or until either summary or verbatim transcripts have been approved as minutes, or until the minutes are approved, 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 Record Management Public Records. All such tapes 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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BYLAWS
0168/Page 2 of 2
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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 audio tape recorder(s), still or movie camera(s), or videotape camera(s) only when notice of such intended use has been given to the Assistant Superintendent for Business/Board Secretary twenty-four hours in advance of the meeting. Any camera must be operated in an inconspicuous location in the meeting room.

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 recording of a Board meeting that is made available to persons other than the maker of the recording 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: 29 April 1999

Revised: 27 June, 2000, 15 February 2005

