

BYLAW

— East Rutherford Board of Education

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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 also permit the unofficial recording of Board meetings in accordance with this bylaw.

Minutes

The minutes of all meetings of the Board shall be sufficiently detailed to serve as documentation of the Board's compliance with New Jersey Statutes and Administrative Code.

The minutes of the Board of Education shall include:

1. The classification (regular, adjourned or special) time and place of meeting;
2. The call to order stating time, person presiding and his/her office;
3. The record of the roll call of Board members;
4. A notation of the presence of the Superintendent, School Business Administrator/Board Secretary, administrators and the public;
5. Announcement of the notification listing the newspapers by name;
6. A record of any corrections to the minutes of previous meetings and the action approving them;
7. A record of all communications presented to the Board;
8. A record of each motion placed before the Board, , the result of the vote and the vote of each member,
9. Other information sufficient to explain any actions taken,
10. Any other information required to be shown in the minutes by law.

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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 session 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 forty eight hours before the next regular Board meeting.

Public Access to Minutes

Minutes of all regular meetings shall be made available to the public for inspection, within two weeks of their final approval by the Board of Education.

The Board may charge a fee for copies of the minutes, as provided by law.

Taping of Public Meetings

The School Business Administrator/Board Secretary may tape record public meetings of the Board in order to assure proper documentation of occurrences and the preparation and transcription of minutes. All such tapes are the sole property of the Board and may not be removed from the Board Office. Any individual requesting access to these materials must do so in writing. Tapes must be viewed in the presence of the School Business Administrator/Board Secretary.

Recording by the Public

Any member of the public may record the proceedings of a public meeting of the Board, subject to the reasonable restrictions that it is conducted in such 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 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.

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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 Board Secretary one day in advance of the meeting. This notice must include the individual's name, address and telephone number. Absent prior Board approval, no additional artificial lighting shall be permitted. No electrical or other wiring can be permitted due to the danger of entanglement and tripping.

All persons recording Board proceedings shall hold the Board and the School District harmless against all damage and injury whether to equipment, to themselves, or to others. No more than three movie cameras, or videotape cameras may be in use at any given time, and any camera must be operated in the inconspicuous designated location provided by the Board. Permission to tape shall be issued on a first-come first served basis.

Following the adjournment of the Board's meeting, any persons responsible for taping shall immediately remove all equipment and restore the facility to the same condition that it was in immediately prior to the recording equipment being set up.

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: 25 June 2000
Revised: 29 January 2009
