

# BYLAWS

## HOWELL TOWNSHIP BOARD OF EDUCATION

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Audio/Videotaping/Recording of Open Session Public Meetings

### 0168.1 AUDIO/VIDEOTAPING/RECORDING OF OPEN SESSION PUBLIC MEETINGS

#### A. Audio/Video Taping of Board Meetings for Public Broadcast

The Board of Education believes that audio/videotaping/recording of open session public meetings is in the public interest. Such recording/taping will ensure that the community is regularly informed of school district operations in a timely fashion. It will allow for more meaningful participation by the public and will enable the public to make informed decisions and to provide input based upon current Board topics. Given such interests, the Board will allow audio/video taping/recording of its open session public meetings as set forth below; however, such recordings shall not constitute the Board's official record.

1. The Board will allow audio/videotaping/recording of all open session public meetings, including regular, special and emergency meetings of the Board. Those meetings or portions of meetings which are permitted by law to be closed to the public, shall not be audio/videotaped/recorded. Audio/videotaping/recording of agenda items that do not constitute Board business is prohibited. Prohibited agenda items are those that contain any identifiable information about pupils to include but not limited to pupil awards, performances, presentation, projects, recognitions, and/or visual images.
2. The Board Secretary may cause a complete and unedited copy of the audio/video tape/record to be retained for as long as required by law or as otherwise directed by the Board.
3. The individual audio/videotaping/recording the open public session meeting is prohibited from "panning" the audience or audio/videotaping/recording any individuals who call out during the meeting, disrupt meetings, or approach the audience microphone/lectern without being recognized by the presiding officer of the open session public meeting.
4. Any parent(s) or legal guardian(s) who wishes to discuss a personal matter pertaining to a pupil who resides, or attends school in the district may request, at an open session public meeting, that the Board temporarily suspend all audio/videotaping/recording of the meeting for the period during which such personal matter is discussed. The presiding officer shall advise the public of this right and may grant the parent(s)' or legal guardian(s)' request if he/she finds that audio/videotaping/recording of such discussion might be embarrassing or in violation of the pupil's privacy rights. The presiding officer may make a general inquiry regarding the nature of the personal matter in order to determine whether such audio/videotaping/recording should be temporarily suspended.



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5. In no case shall there be any interruption in recording, except as necessary to comply with subsection 1 and 4.

#### B. Recording by the Public

The Board of Education recognizes that current law permits audio/videotaping/recording of Board meetings, but that the law also permits the Board to formulate reasonable guidelines for such recording as to minimize intrusiveness, preserve confidentiality where required, and maintain the dignity of the Board's meetings. Therefore, the following guidelines shall be followed in the event that any meeting attendee requests to audio/videotape/record an open session public meeting or any part thereof.

1. The Board will permit the audio/videotaping/recording of the proceedings of an open session public meeting in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other participants or observers present at the meeting. Those meetings or portions of meetings which are permitted by law to be closed to the public shall not be audio/video taped/recorded.
2. No more than two stationary video cameras shall be permitted at one time, on a first come, first serve basis. Audio/videotaping/recording equipment shall be positioned only at such locations as are designated or approved by the Board and shall not be moved in any way as to attract attention. Such designated areas shall, at all times, provide reasonable unobstructed access to coverage. Persons taping shall not be permitted to move around the room while meetings are in session and all audio/videotape/recording equipment shall not be moved during the pendency of a Board meeting, except with the permission of the presiding officer and in order to have reasonable unobstructed access to coverage throughout the pendency of the meeting.
3. The audience is not to be audio/videotaped/recorded unless an individual is recognized by the presiding officer of the open session public meeting. The individual filming the meeting is prohibited from "panning" the audience or filming any individuals who call out during the meeting, disrupt meetings, or approach the lectern without being recognized by the presiding officer of the open session public meeting.
4. The presiding officer shall determine when any audio/videotaping/recording device interferes with the conduct of an open session public meeting and may order such action by the individual audio/videotaping/recording the meeting to correct the interference. If the interference cannot be corrected, the presiding officer may order that the audio/videotaping/recording be suspended.



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5. Absent prior Board approval, no artificial lighting device of any kind shall be employed in connection with any videotaping/recording device.
6. Any parent(s) or legal guardian(s) who wishes to discuss a personal matter pertaining to a pupil who resides, or attends school in the district may request, at an open session public meeting, that the audio/videotaping/recording of the meeting be temporarily suspended for the period during which such personal matter is discussed. The presiding officer may grant the parent(s) or legal guardian(s) request if he/she finds that audio/videotaping/recording of such discussion might be embarrassing or in violation of the pupil's privacy rights. The presiding officer may make a general inquiry regarding the nature of the personal matter in order to determine whether such audio/videotaping/recording should be temporarily suspended and if necessary, shall request that the audience ceases recording.
7. Any electrical or other wiring shall be secured to the floor or otherwise installed in such a way as to prevent such wires from becoming entangled with other equipment or wiring, or from posing a physical danger of any kind. Following the adjournment of the Board's meeting, any person responsible for audio/video taping/recording shall immediately remove all such equipment and wires and shall restore the facility to the same condition it was in immediately prior to the audio/videotaping/recording equipment being set up.
8. The Board shall bear absolutely no liability for any damaged, lost or stolen audio/videotaping equipment or for any damage or injury proximately caused by any person audio/videotaping/recording Board proceedings or by any such taping/recording equipment. All persons audio/videotaping/recording Board proceedings shall hold the Board harmless from and indemnify the Board against all such damage and injury whether to themselves or others.

Adopted: 03 January 2013

