

# DELANCO TOWNSHIP BOARD OF EDUCATION

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Recording the Board Meeting

## **RECORDING THE BOARD MEETING**

The Board of Education endorses the public policy that government should operate openly and that a fully informed citizenry is essential to democratic government.

The Board will make official minutes of its public meetings available for public inspection in accordance with Board policy on public records. Minutes may be inspected and copied when they are prepared; unapproved minutes will be so labeled. .

Temporary notes written by the Board Secretary or his or her designee as an administrative convenience in the preparation of Board minutes and notes written by a school official or a Board member for his or her personal convenience are not public records and are not open to public inspection.

O 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, distract Board members or other observers present at the meeting, or inhibit the conduct of the meeting. The Board will permit the use of tape recorder, still or movie camera, or videotape camera only when notice of such use has been given to the Board President 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 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. 47:1A-2

O Adopted: September 10, 1986