

## BROADCASTING AND TAPING OF BOARD MEETINGS

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board of Education meetings legally open to the public according to the following guidelines:

1. Photographs, broadcasting, and recordings of meetings are permitted only when all parties involved have been informed that cameras, broadcasting, and/or recording devices will be used.
  - A. The Board shall be notified five weekdays in advance of the meeting. (The regular board meetings are held on Wednesday; therefore, notification shall be made not later than the preceding Thursday)
  - B. Notice shall be presented in writing to the superintendent indicating:
    - (1) the name of the person making the request
    - (2) the name(s) of the organization(s) he/she represents
2. Persons operating cameras, broadcasting, and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Board members and the audience must not be obstructed, interviews must not be conducted during the meeting, and no commentary is to be given in a manner that distracts board members or the audience.
  - A. Only one video camera may be used.
  - B. Additional lighting must not be disruptive to the process of doing business.
3. Videotaping and audio recording shall be interrupted at the request of any person who wants to discuss a personal matter about a student or employee in the school system when future showing of the video recording, or playing of the recording, could be embarrassing or possibly infringe upon the individual's rights.

Recordings are not to be considered part of the minutes of any meeting.

Adopted: October 16, 1985