

# Pennsbury School District

## School Board Policy

Effective Date	Supersedes Index No.	Index No.
<b>4/15/10</b>	<b>New</b>	<b>903.4</b>

**Title:** Recordings of School Board Meetings by the Public

**Purpose:** The purpose of this policy is to provide information on audio and video recordings of School Board meetings by members of the public, to include media representatives. These recordings will be subject to limitations as described herein.

**Policy:** Pursuant to the Sunshine Act, the Board adopts the following guidelines and restrictions for audio and video recording by the public for the purpose of maintaining order at public meetings.

Audio and video recordings of public School Board meetings will be permitted by audience members so long as the manner of recording is reasonable and does not interrupt the orderly conduct of business..

Guests may record the proceedings from the area reserved for public seating or in the back of the meeting room behind the public seating area.

Audio and video equipment may be set up or operated no closer than the first row of the designated audience seating area; provided, however, that if there is no first row of the designated audience seating area or such row or area is not well defined, the audio and video equipment shall be set up in an area as set forth by the Board President.

No video or audio recording equipment shall be permitted to be set up anywhere within the center aisle of the meeting room.

No lighting equipment may be set up in the meeting room by members of the public.

No microphone (other than the School District's sound system) shall be permitted on the Board of School Director's or Administrator's tables without the approval of the School Board.

No member of the public is permitted to attach or plug in any video or audio equipment to the School District's audio or video recording systems.

Video or audio recording equipment, or those individuals holding video or audio recording equipment, must be positioned so that they do not interfere with audience members entering, leaving or viewing/listening to the meeting or those audience members desirous of making comments to the Board.

Video cameras and audio equipment must be attended at all times and must be in full view.

Members of the public recording the Board Meetings shall comply with any other reasonable requests made by the Board of School Directors for the purpose of maintaining order at the meeting.

The Board will not stop or delay any part of its meeting, or any discussion during the meeting, in order for individuals to change video or audio tapes or adjust their equipment.

Members of the general public found in violation of this policy may be asked to relocate or immediately turn off their electronic devices, video and audio recording devices and/or may be required to leave the meeting. Members of the public who repeatedly violate this Policy may be barred from recording meetings in the future.

Neither the audio nor the video recording of any public meeting -- produced by the School District or by a public guest -- is the official record of the meeting. The Board-approved written minutes will continue to be the official record of the meetings.

**Responsible**

**Administrator:** Chief Executive Officer or Superintendent