

**SCOTLAND BOARD OF EDUCATION**  
**Bylaws of the Board**

**Minutes of Meetings**

All actions of the Board shall be recorded by the Secretary or Board Clerk in the minute book of the Board. The minute book shall be kept on file in the office of the Board, as a permanent official record of all Board action; and shall be open for inspection by the public as provided in Section 1-29, 1-20, and 1-21 of the Laws Relating to Education, as amended from time to time.

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

- 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.
- Persons operating cameras, broadcasting, and/or recording devices must do so in a manner which is unobtrusive and does not interfere with the deliberative process of the body. 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.
- Audio recordings are not to be considered part of the minutes of any meeting.
- Persons who wish to review any of the above should contact the Superintendent's office.

Legal Reference:       Connecticut General Statutes

1-225 Meetings of government agencies.