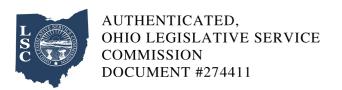# Ohio Administrative Code

Rule 4731-9-01 Record of board meetings; recording, filming, and photographing of meetings.

Effective: September 30, 2015

(A) The minutes of board meetings, upon approval by the board, shall constitute the official record of its proceedings. Audio recordings of meetings made for the purpose of facilitating the transcription of minutes shall be considered transitory documents.

(B) In order to promote the orderly transaction of business, any party intending to broadcast, televise, record, or photograph any board meeting shall provide written notice to the board within at least twenty-four hours prior to the scheduled meeting. The board shall not refuse permission to broadcast, televise, record, or photograph a meeting based solely upon a determination that prior written notice was not provided in a timely fashion.

(C) Board meetings may be broadcast, televised, recorded, or photographed consistent with the following standards:

(1) The presiding officer of the board or his or her designee shall designate a reasonable location or locations within the meeting room from which broadcasting, televising, recording, or photographing may take place;

(2) Broadcasting, televising, recording, or photographic equipment used at the board meeting shall be silent, unobtrusive, self-contained, and self-powered so as not to interfere with any individual's ability to hear, see or participate in the meeting and so as not to interfere with the orderly transaction of board business; and

(3) The presiding officer or his or her designee may terminate or limit the broadcasting, televising, recording, or photographing if it is determined that it is interfering with the orderly transaction of board business, is inhibiting a participant's presentation to the board, or is interfering with the dignity of the proceedings.

(D) For purposes of this rule, the word record includes, but is not limited to, the use of a court

reporter or similar method to record the meeting via shorthand, machine (stenotype) shorthand, stenomask methods, or a similar method.