

01.45.04 RECORDING

Division: **Board of Trustees**
Adopted: **03/2015**
Revised: **06/2019**
Reviewed: **03/2023**

Any audio or video recording of an open and public Board of Trustees (Board) meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with Illinois Open Meetings Act [5 ILCS 120/]. The College President shall develop administrative procedures to ensure that any such recordings are maintained for at least 30 days following the taping or recording. Such recordings will be destroyed by the College in accordance with its regular document destruction schedule, subject to Illinois law.

Persons attending an open and public meeting of the Board, may, at their own expense, record the proceedings with audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue due to noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings, any such person shall be directed by the Chair Person of the Board to modify their activity to eliminate the disruption to the meeting, or cease recording.

If a witness at any meeting refuses to testify on the basis of the recording or broadcasting, the authority holding the meeting shall prohibit such recording during the testimony of the individual, in accordance with 5 ILCS 120/2.05.

Related Institutional Procedures:

None