



Board Adopted Policy

Policy Title:	Audio Recording of Open Meetings		
Effective Date: 6/19/2014	Review Cycle: Three (3) Years		
Last Approval Date: 4/18/2018	Next Review Date: 4/18/2021		

I. Application: Authority wide

II Intent: This policy provides guidelines adopted by the Benzie Transportation Authority (BTA) for the audio recording of board and committee meetings. The intent of this policy is to enable greater transparency, accountability and efficiency in relation to all public meetings of the BTA. Audio recordings of meetings are a useful tool which can facilitate community involvement in the BTA and enable greater public awareness of BTA's decision making processes. Audio recording these meetings can also be used to assist in the preparation of complete and accurate meeting minutes. This policy applies to all formal BTA meetings (including special meetings) held by the BTA board and to all formal meetings (including special meetings) of all BTA committees.

III. Procedure:

All open meetings of the BTA board and its committees shall be recorded in digital format and the digital audio files shall be made available, within five (5) business days, to any person who requests said audio files.

- 1) Audio recordings will be made of all meeting proceedings except for the proceedings of meetings or parts of meetings closed to the public in accordance with Michigan's Open Meetings Act (OMA). Those parts of meetings which are closed to the public in accordance with the OMA shall not be recorded.
- 2) BTA board and its committees meeting notices and agendas shall notify the public that an audio recording of the meeting will be made of said open meetings.
- 3) The BTA will appoint a Benzie Bus employee or administrator who will be responsible for the operation of the digital audio recording equipment including (a) the commencement and termination of the recordings in accordance with meeting procedures; and (b) the retention of the digital audio recordings of the meetings.
- 4) The Chairperson leading the open meetings may at any time direct the termination of the audio recording of the meeting. Such a direction however, shall only be given in exceptional circumstances (e.g. if a person's safety may be placed at risk by the continuation of the audio recording).
- 5) The original recordings of open meetings are to remain unmodified and stored for a period of not less than one year from the date of recording.



IV. Guidelines

Closed sessions of the BTA board and its committees will not be recorded. Audio recordings of the BTA board and committee meetings may be used by staff in the preparation of minutes. The audio recording of a meeting does not supersede the written minutes therefore a direct transcript (text version) of meeting recordings will not be prepared.

V. Communication:

The availability of digital audio recordings of the BTA's board and its committee meetings will be prominently displayed on the home page of Benzie Bus website.