

BOARD MEETINGS

BD  
(EXHIBIT)

See the following pages for forms that may be used by the District:

Exhibit A: Certified Agenda of Closed Session — 1 page

Exhibit B: Model Guidelines for Videotaping, Tape Recording, or Otherwise Recording  
Board Meetings — 1 page



EXHIBIT A

[On College Letterhead]

CERTIFIED AGENDA OF CLOSED SESSION

COASTAL BEND COLLEGE DISTRICT

Meeting of \_\_\_\_\_, \_\_\_\_\_

CONFIDENTIAL: No one will, without lawful authority, knowingly disclose to a member of the public this certified agenda of a closed meeting. A person who violates this provision is guilty of a Class B misdemeanor and may be liable to any party injured or damaged by the disclosure. *Gov't Code 551.146(a)*

- I. Statement of Beginning of Closed Session. The presiding officer announced at the beginning of the executive or closed session:

"The Board of Trustees on \_\_\_\_\_, \_\_\_\_\_, beginning at \_\_\_\_\_ m., convened in a closed or executive session in accordance with the Texas Open Meetings Act."

- II. Subjects Discussed in the Session Closed to the Public:

1. \_\_\_\_\_
2. [Add as many lines as necessary to cover subjects discussed.]

- III. Statement at End of Closed Session. The presiding officer announced at the end of the executive or closed session:

"The Board ended its closed or executive session at \_\_\_\_\_ m. on \_\_\_\_\_, \_\_\_\_\_."

- IV. Record of further action taken, if any, on above items in the subsequent open session:

- Subject No. 1. \_\_\_\_\_
- Subject No. 2. [Add as many lines as necessary.]

- V. Certification by Presiding Officer.

I hereby certify that the foregoing is a true and correct record of the proceedings on the above date.

Signature: \_\_\_\_\_

[Type Name] Presiding Officer



EXHIBIT B

MODEL GUIDELINES FOR VIDEOTAPING, TAPE RECORDING,  
OR OTHERWISE RECORDING BOARD MEETINGS

The Open Meetings Act allows any person attending a Board meeting to record the open portion of a meeting by means of a "tape recorder, video camera, or other means of aural or visual reproduction." The Act further authorizes the Board to adopt reasonable rules to maintain order at its meetings, in accordance with Government Code 551.023.

The Board encourages the press, the broadcast media, and all interested individuals to attend Board meetings and to videotape or record all or any part of the open proceedings. To this end, the District and its staff will seek to facilitate all reasonable requests relating to videotaping or recording activities. In accomplishing these goals, the Board does not intend to prevent or unreasonably impair camera coverage or tape recording; however, persons using a tape recorder, video camera, or any other means of aural or visual reproduction must abide by the following rules at all Board meetings:

1. All equipment that requires setting up must be assembled at least 15 minutes prior to the start of the meeting.
2. No strobes, flash lighting, or other bright lights that would impair the conduct of the meeting shall be used, unless approval has been obtained before the meeting.
3. The Board proceedings shall not be interrupted for the purpose of accommodating any individual's camera coverage or tape recording. Any interviews during meetings shall be conducted outside of the meeting chamber.
4. The presiding officer at the meeting may stop the sonic or visual reproduction if the individual operating the equipment or the equipment is being disruptive or in any way interfering with the orderly conduct of the Board meeting.
5. Stationary equipment that requires set-up shall not be taken down during the course of the meeting, but may be removed during a recess or after the meeting is over.
6. No tape recorder or video camera will be allowed in a closed meeting, except as provided in Government Code 551.103, or as otherwise authorized by the Board.