



Frederick Community College Procedure

Section 1.00 Board of Trustees – Bylaws	Procedure Number	1.14
	Page	1 of 2
Meetings Procedures	Policy Number	1.14
	Board Approved	10/17/01

- A. The public is invited to attend and observe any open sessions of the Board.
- B. An agenda will be sent to the local media prior to the meeting and posted in public access areas of the College at least two (2) days prior to the meeting.
- C. Members of the public may participate in an open session when:
 - 1. The presiding officer invites open testimony or comment from attendees who have signed in at the meeting.
 - 2. The person has specifically requested and received permission from the Board Chair or his/her designee to address the Board and has been placed on the agenda. Permission must be sought at least ten (10) working days in advance of the meeting date.
- D. Disruptive Conduct:
 - 1. A person attending an open Board meeting may not engage in any conduct, including, but not limited to the display of visual placards, signs or banners that disrupts the session or interferes with the rights of other members of the public to attend and observe the proceedings.
 - 2. The presiding officer may request the removal of any person violating subsection a. and may request police assistance to restore order.
 - 3. The presiding officer may recess the session while order is restored.
 - 4. Persons requested and refusing to leave the session may be subject to arrest as provided by law.
- E. Recording, Photographing and Broadcasting of Board Meetings:
 - 1. A member of the public, including any representative of the news media, may record/broadcast Board meeting proceedings by means of recording devices if the device used does not create excessive noise that disturbs the session or those attending the session.
 - 2. A member of the public, including any representative of the news media, may photograph, videotape or televise the Board meeting proceedings if the equipment used is operated without excessively bright artificial light or does not create excessive noise that disturbs the session or those attending.

3. The presiding officer may restrict the movement of a person(s) using recording devices, camera or broadcasting/televising equipment if such restriction is necessary to maintain orderly conduct of the meeting.
 4. A recording of an open Board meeting, or any transcript derived from such recording, may not be deemed a part of the official record of the meeting.
- F. The dates for regular meetings shall be set by a majority vote of the members. Dates for special meetings shall be set by the Chairperson.