



<b>Board Adopted Policy</b>	
Policy Title:	<b>Audio Recording of Open Meetings</b>
Effective Date: 6/19/2014	Review Cycle: Three (3) Years
Last Reviewed: 9/17/2024	Reviewed By: Board of Directors
Revision History: 4/2021	

I. Application: Authority wide

II Intent: This policy provides guidelines adopted by Benzie Transportation Authority (BTA) for the audio recording of all open meetings held by the BTA Board and/or its committees. The intent of this policy is to enable greater transparency, accountability and efficiency in relation to all public meetings of BTA. .

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 meetings or parts of meetings closed to the public in accordance with Michigan's Open Meetings Act (OMA). The public will be notified on the public meeting notice that an audio recording of the meeting will be made.
- 2) The Recording Secretary and/or his/her designee 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.
- 3) The Chairperson and/or his/her designee leading the open meeting may at any time direct the termination of the audio recording of the meeting in accordance with the Open Meetings Act.
- 4) The original recordings of open meetings are to remain unmodified and stored for a period of time as directed by the Open Meetings Act or annually, whichever is longer. .

IV. Guidelines

According to the Open Meetings Act, 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.

Notices of the availability of digital audio recordings of the BTA's board and its committee meetings are displayed on the Board and Committee Meeting Minutes page of the Benzie Bus website.