

ALERT

IMPORTANT INFORMATION FROM OCCA

Oregon Public Meetings Law Alert: SB 1502 – Video Recording Posting Requirements

Effective Date: January 1, 2025
Affected Entities: Community college, school district, education service district, and public university governing boards

Effective January 1, 2025, a video recording of any public meetings of a community college board of education must be made and posted on the college’s website or social media site within seven (7) days of the meeting. This requirement does **NOT** apply to executive session meetings.

Exception: If the facility in which the board is meeting does not have broadband internet access, then an audio recording may be posted instead of a video recording.

The new law does not include other requirements related to accessibility, formatting, or retention of the video or audio recordings.

Implementation Considerations

Covered Meeting Types: Recent Oregon Administrative [Rules](#) adopted by the Oregon Government Ethics Commission (OGEC) define the types of public meetings where a quorum of the board convenes which are subject to public meetings law to include: regular meetings, special meetings, emergency meetings, executive sessions (exempt from SB 1502 requirements), and “...meetings held for the purpose of either presenting information to the governing body to prepare the governing body for a regular or special meeting, or to allow the governing body to engage in preliminary discussions or deliberations. (These meetings are often called “work sessions” or “workshop” meetings).”

Video Posting: Video recordings may be posted on the college’s website **or** on a social media site. YouTube is considered a social media site.

Video Accessibility: When making the video recording ensure that closed captioning is turned on to meet accessibility requirements.

Audio/Video Retention: Follow your college’s current public records retention policies. Depending on your college’s website storage capacity, a best practice would be to post the recording for at least one (1) year and retain the video recording for a minimum of five (5) years if written minutes are kept permanently.

Please contact Karen Smith, OCCA Senior Policy Advisor & General Counsel at ksmith@occa17.com if you have questions.