

**Bylaws of the Board****Meeting Purpose and Parliamentary Procedures****Legal Notice**

All Board of Education meetings shall be appropriately posted and conducted as provided by Connecticut General Statutes; under governing statutes, a meeting is any quorum of the Board of Education convened in person or electronically to discuss or act upon a Board matter, but meetings shall not include:

1. any meeting of a personnel search committee for executive level positions;
2. any chance meeting or a social meeting neither planned nor intended for discussing Board of Education business;
3. strategy or negotiations with respect to collective bargaining;
4. a caucus of members of a single political party notwithstanding that such members also constitute a quorum of the Board of Education;
5. communications limited to notice of meetings of the Board of Education or the agendas for such meetings.

**Recording, Broadcasting, or Photographing Meetings**

All meetings will be recorded for broadcast via local education access channel and be presented on a regularly scheduled rotation by said station. Recorded meetings are available to view by anyone at anytime on the Brookfield District website:

[www.brookfieldps.org](http://www.brookfieldps.org).

## **Bylaws of the Board**

### **Meeting Purpose and Parliamentary Procedures**

#### **Legal Notice (continued)**

#### **Conduct of Meetings**

In the event that a Board of Education meeting is interrupted by any person or group of persons who render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the Chairman of the Board of Education shall order the meeting room vacated and continue in session. Only regular items on the agenda may be considered in such case. Media representatives, unless they were disorderly, shall be permitted to attend the sessions held in this manner.

After time has passed, the Chairman, in his or her discretion, may suspend the Board meeting and invite back those members of the public not responsible for the disruption.

#### **Voting Method**

Board minutes shall reflect how each member votes on each motion. Board of Education voting shall be by voice votes.

Except as provided by law, Board Policy, Board Bylaws, or any other binding agreements on the Board, a majority vote of members present and voting shall be sufficient to pass a motion. Abstentions shall not be counted as votes.

#### **Parliamentary Procedures**

Board meetings shall be conducted according to the rules of parliamentary procedure laid down in Robert's Rules of Order, Newly Revised, unless otherwise specified by state law or in written Bylaws for Board of Education operating procedures.

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**Meeting Purpose and Parliamentary Procedures**

**Legal Notice (continued)**

(cf. 9321 Time, Place, Notification for Meetings)

Reference: Robert's Rules of Order, Newly Revised

Legal Reference: Connecticut General Statutes

1-200 Definitions. ("Public Agency")

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.

1-226 Recording, broadcasting or photographing meetings.

1-227 Mailing of notice of meeting to persons filing written request.

Bylaw adopted: 2/20/13

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

**REVIEWED/REVISED:** 5/17/17