

Bylaws of the Board

Meeting Conduct

The primary purpose of the Board of Education meeting is to conduct the affairs of the school district. Meetings of the Board shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board. All Board meetings shall commence at the stated time and shall be guided by an agenda which has been prepared and delivered in advance, to all Board members and designated persons.

It is the desire of the Board of Education that its meetings be open to free discussion among its members to promote group thinking and action and yet maintain the orderly procedure of a business meeting.

The conduct of meetings shall, to the fullest possible extent, enable members of the Board to (1) consider problems to be solved, weigh evidence and make wise decisions intended to solve the problems and (2) receive, consider and take any needed action with respect to reports of accomplishments of students or of school system operations.

All speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by their comments. While it is not the Board's intent to stifle comments, speakers should be aware that if their statements violate the rights of others under the law of defamation or invasion of privacy, the speaker may be held legally responsible. Speakers unsure of the legal ramification of what they are about to say are urged to consult first with their legal advisor.

The Board of Education may adjourn any regular or special meeting to a specified time and place. If all members of the Board are absent, the clerk may adjourn the meeting. A copy of the order of notice of adjournment shall be conspicuously posted on or near the door of the place where the regular or special meeting was held, within twenty-four hours after the time of the adjournment.

Actions by the Board

No action will be taken unless the subject acted upon was listed in the agenda published for that meeting, except that an item of business not included on the agenda of a regular meeting may be considered and acted upon after a two-thirds vote of the members present and voting to add such business to the agenda.

The Board of Education shall not adopt resolutions except where such adoption is required by law, or where the intent of the Board is to publish a status position of the Board, as in advising the General Assembly of the Board's position on a proposed law, or commending staff members or other agencies for work well done.

Bylaws of the Board

Meeting Conduct (continued)

Procedural issues shall be resolved with reference to *Robert's Rules of Order Newly Revised* as they relate to proceedings of small deliberative bodies unless otherwise directed by state statute or other Board of Education policy.

All actions taken by the Board shall be identified clearly in minutes of the Board meeting as provided in Bylaw 9326; Minutes/Taping

(cf. 1120 - Board of Education Meetings re public participation)

(cf 1312-Public Complaints)

(cf 9321- Time, Place, Notification of Meetings)

(cf 9322- Public and Executive Sessions)

(cf 9323- Agenda Construction)

(cf 9324- Meeting, Purpose and Parliamentary Procedures)

Reference: *Robert's Rules Newly Revised*

Legal Reference: Connecticut General Statutes

1-200 Definitions

1-210 Access to public records

1-225 Meetings of government agencies to be public . . .

Executive Sessions

1-226 Recording, broadcasting or photographing meetings

19a-342 Smoking prohibited in certain places. Signs required.

Penalty

1-228 Adjournment of meetings

1-231 Executive sessions

1-232 Conduct of meetings (re disturbances)

1-206 Denial of access of public records or meetings. Notice.

Appeal

10-224 Duties of the Secretary

Bylaw adopted

by the board: 10/3/90

revised: 8/19/97

Reviewed: 5/21/02

Policy approved: 9/4/02

Policy Revised: 2/20/13

BROOKFIELD PUBLIC SCHOOLS

Brookfield, Connecticut

REVIEWED/REVISED: 5/17/17