

## Series 9000 – Bylaws of the Board

### 2. Members

#### F. Conflict of Interest

##### (1) Code of Ethics

Board members and the Superintendent shall strive to maintain an effective working relationship. This code details the standards and responsibilities most critical to productive Board and Superintendent relations. As a guide to performing their duties, Board members shall:

1. Board members shall work with the Superintendent to ensure an opportunity for high quality education for all students. They shall also make the well-being of all students the fundamental goal of all decision-making and actions.
- 1-2. Board members and the Superintendent shall be strong advocates for high quality free and appropriate public education for all Connecticut students.
3. As an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools, and bring about any needed change only through legal and ethical means.
4. Board members and the Superintendent shall recognize that clear and appropriate communications are key to the successful operation of the school district.
5. Board members and the Superintendent will always carry out their respective roles with the highest levels of professionalism, honesty, and integrity.
6. Board members recognize they represent the entire community and that they must ensure that the community remains fully informed about the school-related matters.
7. Board members and the Superintendent recognize that the Superintendent serves as the Board of Education's agent and will, in that role, faithfully apply the policies and contracts adopted by the Board.
8. Board members shall confine the Board's role to policy-making, budgeting and oversight of the Superintendent while the Superintendent shall implement the Board's policies.
9. Board members and the Superintendent recognize that they serve as part of an educational team with mutual respect, trust, civility and regard for each other's roles and responsibilities.
10. Board members recognize that the strength of the Superintendent is in being an educational leader of the school district.
11. Board members and the Superintendent practice and promote ethical behavior while conducting all District business in order to serve as a model for all District employees.
12. Board members shall not use their position on the Board for personal gain.
13. Board members and the Superintendent shall respect the confidentiality of privileged information.
14. Board members and the Superintendent consider and decide all issues fairly and without bias.

- ~~2.15. Refer all complaints through the proper "chain of command" within the system, and act on such complaints at public meetings only when administrative solutions fail.~~
- ~~3.16. Help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex, physical condition or social standing.~~
- ~~4. Work to help the community to understand the importance of proper support for public education.~~
- ~~5.17. Become informed about the nature, value and direction of contemporary education and support needed change in the schools.~~
- ~~6.18. Serve as a communications link between the school district and the community and the schools, working to ensure that the community is fully and accurately informed about the school related matters, s, and that the school staff understands the aspirations and desires of the community.~~
- ~~7.19. Recognize that a Board member's responsibility is not to "run the schools," but to see that they are well run through effective policies.~~
- ~~8.20. Confine Board action to policy making, planning, and appraisal, and consult with those who will be affected by the Board's actions.~~
- ~~9.21. Board subcommittee members should allow full discussion to all its members at their open subcommittee meetings. Subcommittees are responsible to provide their conclusions regarding specific issues at full Board of Education meetings. The Board will abide by the principle of majority rule. Any requests for forums will be brought to the full Board of Education by subcommittees.~~
- ~~10.22. Recognize that authority rests only with the whole Board assembled in a meeting, and make no personal promises nor take any private action that may compromise the Board.~~
- ~~11.23. Never use the position on the Board for personal gain.~~
- ~~12. Hold confidential all matters pertaining to the schools that, if disclosed, might needlessly injure individuals or the schools.~~
- ~~13. Ensure that all school business transactions be open and ethical.~~
- ~~14. Ensure that the best personnel available are appointed to all positions in the district.~~
- ~~15.24. Refer all complaints through the proper "chain of command" within the system, and act on such complaints at public meetings only when administrative solutions fail.~~

Bylaw adopted by the Board: December 2, 1997  
Bylaw revised: September 18, 2012

SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut

## Series 9000 - Bylaws of the Board

### 3. Methods of Operation

#### B. Meetings

##### (5) Meeting Conduct

All meetings ~~shall will~~ be conducted according to the rules of parliamentary procedure detailed in accordance with Robert's Rules of Order, Newly Revised, unless otherwise specified by state law. Meetings of the Board ~~of Education~~ shall be conducted by the Chair ~~person~~ in a manner consistent with 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 other designated persons.

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

~~Observers are always welcome at the Suffield Board of Education meetings.~~

Provisions for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

Total public comment time will be 20 minutes. Public Comment guidelines are as follows: Board meetings shall include public comment toward the beginning and end of each regular meeting. The first public comment session shall not exceed 30 minutes. The second public comment session shall not have a limit, except that regular Board meetings shall end at 10:00 pm unless a member motions to extend the meeting and that motion is approved by a majority of members.

1. When public comment is reached on the agenda, the Board Chair will ask if anyone wishes to speak. Speakers shall state their name and address for the record. Minors shall state their name only.
2. Three minutes shall be allotted to each speaker.
- 1.3. When pPublic eComment is reached on the agenda is reached, the Board Chair will ask if anyone wishes to speak. Speakers shall state State your his/her name and address for the record. Students shall state their name only. It is best to stand when speaking, but this is not required.
2. There will be a three minute time limit for anyone speaking. The total Public Comment time will adhere to Board policy.
- 3.4. Written statements may be submitted for Board member review and placed in the District communication logs. This is helpful if time runs out for the speaker. If requested by the author, written communication shall be read by the Board Chair during a Board meeting, subject to the three minute time allocation.
- 4.5. Immediate replies to questions and/or concerns shall not be expected. The Chair may direct the member of the public to the appropriate means to address concerns brought before the

Board; however, the Board will not respond with action but will take comments under advisement and direct the comments to the appropriate staff member to address outside of the Board meeting. Immediate replies to questions/concerns should not be expected. (Board Chair/Superintendent's discretion)

5.6. Inappropriate topics: confidential information, personnel issues and legal concerns.

7. No derogatory or profane language, and no boisterous or disrespectful conduct, shall be permitted at any Board meeting. Persistence in such conduct shall be grounds for the Board Chair to terminate that person's privilege to speak during public comment and/or attend the meeting. If a Board meeting is interrupted and order cannot be restored by the removal of individuals who willfully interrupted the meeting, the Board Chair shall order the meeting room cleared and continue in session. Only regular items on the agenda may be considered in such case. Media and District representatives, unless they were disorderly, shall be permitted to attend sessions held in this manner. After time has passed, the Board Chair, in his or her discretion, may suspend the meeting to invite members of the public back in who were not responsible for the disruption. Please avoid derogatory and profane language.
8. Speakers may offer criticism of district operations and programs, but the Board encourages members of the public to address complaints concerning individual district personnel through the proper chain of command. No personal information, including names and/or any confidential information, shall be mentioned.

### **Adjourned Meetings**

The Board may adjourn any regular or special meeting to a specified time and place. If there is less than a quorum, the presiding officer may adjourn the meeting. If all members of the Board are absent, the clerk may adjourn the meeting. A copy of the notice of adjournment shall be ~~conspicuously~~ displayed near the meeting room door promptly following the adjournment.

### Actions by the Board

No action will be taken unless the subject acted upon was listed on 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 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.

All actions taken by the Board shall be identified clearly in minutes of the Board meeting as provided in Bylaw #9326.

### **Voting Method**

Board minutes shall reflect how each member votes on each motion. Voting shall take place in accordance with Bylaw #9120 - Board Officers and Bylaw #9221 - Filling Vacancies.

Except as provided by law, Board policy, or Board Bylaws, a majority vote of members present and voting shall be sufficient to pass a motion. Abstentions shall not be counted as votes.

(cf. 1312 – Public Complaints)

(cf. 9320/9321 – Meetings – Time/Place/Notification)

(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 - Construction/Posting of Agenda)

Legal Reference: Connecticut General Statutes

1-200 Definitions

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

1-210 Access to public records

1-225 Meetings of government agencies to be public

1-226 Recording, broadcasting or photographing meetings

19a-342 Smoking prohibited in certain places. Sign required. Penalty

1-231 Executive sessions

1-232 Conduct of meetings (re disturbances)

10-224 Duties of the Secretary

Bylaw adopted by the Board: December 2, 1997

Bylaw Revised: October 16, 2012

October 20, 2015

SUFFIELD PUBLIC SCHOOLS

Suffield, Connecticut

## Series 9000 - Bylaws of the Board

### 3. Methods of Operation

#### B. Meetings

##### (5) Meeting Conduct

##### (b) Order of Business

- I. Call to Order
- II. Pledge of Allegiance
- III. Recognition
- IV. Suffield High School Student Representatives (~~first meeting of the month~~)
- V. Public Comment
- ~~V.~~ VI. Board Member Comment
- ~~VI.~~ Presentations
- VII. Reports to the Board
  - A. Superintendent's Report
  - B. Board Chair Report
  - C. Business Manager's Report
  - D. Board of Selectmen Liaison Report
  - ~~C.~~ E. Board of Finance Liaison Report
- VIII. Approval of Minutes
- ~~VIII.~~ IX. Consent Agenda
- ~~IX.~~ X. Discussion/Action Items
- ~~X.~~ XI. Subcommittee Reports
  - A. Policy
  - B. Finance, Facilities and Negotiations
  - C. Community Engagement and Public Relations
  - D. Curriculum and Instruction
- XII. Board Liaison Reports
  - A. CREC
  - B. Agri-Science
  - C. CABE
- XIII. Future Business
- XIV. Public Comment
- ~~XI.~~ XV. Board Member Comment
- ~~XII.~~ XVI. Adjournment

On occasion, it may be necessary for the Board to consider business in an order that differs from the above order. Changing the order of the meeting shall be at the discretion of the Board Chair.

Bylaw adopted by the Board: December 2, 1997

Bylaw Revised:

October 16, 2012, October 20, 2015  
May 16, 2016, October 15, 2018

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