

## **Series 9000 - Bylaws of the Board**

### **3. Methods of Operation**

#### **B. Meetings**

##### **(5) Meeting Conduct**

All meetings shall be conducted according to the rules of parliamentary procedure detailed in Robert's Rules of Order, Newly Revised, unless otherwise specified by state law. Meetings of the Board shall be conducted by the Chair 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. All meeting agendas will be filed with the Town Clerk in accordance with FOIA, as well as, be posted on our district website prior to the Board of Education meetings.

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 decisions intended to solve the problems, and (2) receive, consider and take any needed action with respect to reports related to District business.

Any public meeting of the Board may be photographed, broadcast, or recorded for broadcast providing there is no disruption of the Board's meeting.

In the event that a Board meeting is interrupted by any person or group of persons 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 into the meeting who were not responsible for the disruption.

*Provisions for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be 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 exceed 30 minutes in length, unless a member motions to extend the public comment session and that motion is approved by a majority of members. 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. Speakers must be a resident of Suffield, or have a student currently enrolled in the Suffield Public Schools.

2. Immediate replies to questions or concerns shall not be expected, however the Superintendent and Board Chair may respond at their discretion and/or indicate when such a concern shall be addressed.
3. No speaker shall address topics related to confidential information, personnel issues and/or legal concerns.
4. No derogatory or profane language shall be permitted at any Board meeting. 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 necessary, the Chairperson may clear the room so the Board can continue its meeting.
5. Speakers may offer objective 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.
6. Three minutes shall be allotted to each speaker.
7. Written statements may be submitted for Board member review and placed in the District communication log. If requested by the author, written communication shall be read by the Board Chair during a Board meeting, subject to a three minute time allocation and no greater than 500 words. All written statements shall include name, address, and title. Consistent with public comment, no written statement shall address topics related to confidential information, personnel issues and/or legal concerns.

### **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 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, October 7, 2019

February 6, 2023

SUFFIELD PUBLIC SCHOOLS

Suffield, Connecticut