

MEETING CONDUCT

1. Definitions

For purposes of this policy:

- A. “Electronic equipment” means any technology that facilitates real-time public access to meetings, including, but not limited to, telephonic, video, or other conferencing platforms.
- B. “Electronic transmission” means any form or process of communication not directly involving the physical transfer of paper or another tangible medium, which (A) is capable of being retained, retrieved and reproduced by the recipient, and (B) is retrievable in paper form by the recipient.

2. Meeting Conduct

- A. Meetings of the RSD 17 Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act and the adopted by-laws of the Board. Robert’s Rules of Order shall govern the proceedings of the Board, except as otherwise provided by these by-laws. Amendments, alterations, corrections or repeal of the rules of order may be made or their operation may be suspended for the meeting at any regular or special meeting of the Board of Education by a vote of a majority of all members of the Board.
- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
- C. All regular and special Board meetings shall be guided by an agenda, which will have been prepared and delivered in advance to all Board members and other designated persons, and made available to the public in accordance with the Freedom of Information Act. No action may be taken unless the subject acted upon was listed in the agenda published for that meeting. 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 to add business to the agenda.
- D. Notice of any special meeting of the Board shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings. Written notice of such special meeting shall be prepared and delivered in advance to all Board members and other designated persons.
- E. The Board may cancel any regular or special meeting to a specified time and

place. If a quorum of the Board is not present, the Clerk may adjourn the meeting. A copy of the notice of cancellation shall be conspicuously displayed near the meeting room door within 24 hours of cancellation or adjournment.

- F. Smoking of any kind, including using an electronic nicotine or cannabis delivery system or vapor product, will not be permitted in any room in which a meeting of the Board of Education is being conducted, or during the time immediately prior to the meeting.
- G. A sign notifying the public that no smoking is allowed in the place designated for the meeting will be prominently posted.

3. Procedures for Board Member Participation By Means of Electronic Equipment

- A. The Board shall provide Board members the opportunity to participate in meetings by means of electronic equipment, except that the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member's connection by electronic equipment, unless the member's participation is necessary to form a quorum. Conditions for participation are as follows:
 - 1. If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
 - 2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the physical location, if any, where the public is located.
 - 3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
 - 4. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous.
 - 5. The minutes of the meeting shall record a list of Board members who attended the meeting in person and a list of Board members who attended the meeting by means of electronic equipment.

Any Board member who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.

- B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity for participation in Board discussion, including the opportunity to take the floor and make motions.

4. Public Address

The Board may permit any individual to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.

1. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.
2. A Board of Education member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.
3. No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
4. All speakers must identify themselves by name and address.
5. The use of any recording device at public meetings of the Board of Education is permitted, provided the device is unobtrusive and does not distract from the deliberative process of the Board. The Board Chair or Committee Chair shall be informed prior to the meeting that such recording is being made.

Legal References: Connecticut General Statutes

Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of Information Act."

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| 1-200 | Definitions |
| 1-206 | Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Petition for relief from vexations requester. Service of process upon commission. Frivolous appeals. Appeal re state hazardous waste program records |
| 1-225 | Meetings of government agencies to be public. |
| 1-232 | Conduct of meetings. (re: disturbances) |
| 19a-342 | Smoking prohibited. Exceptions. Signs required. Penalties |

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

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