

CONDUCT OF MEETINGS

Introduction

The conduct of meetings of the Regional School District No 14 Board of Education shall be in accordance with the Connecticut Freedom of Information Act, Connecticut General Statutes §1-200 *et seq.*, the rules of parliamentary practice as set forth in the Robert's Rules of Order and other applicable laws.

A quorum of five (5) members of the Board of Education must be present in order for the Board to conduct a meeting.

All Board meetings shall commence at the stated time or as soon thereafter as a quorum is present and shall be guided by an agenda which will have been posted in accordance with law and delivered in advance to all Board Members and other designated persons. The agenda for the Board of Education meetings will be completed by the Committee Chair collaborating with the Superintendent.

The Board Chairperson shall preside over meetings. In the absence of the Chairperson, the Vice Chairperson shall preside.

The meetings shall, to the fullest possible extent, enable Members to conduct the business of the Board in an orderly and expeditious manner.

Order of Business

At each Board meeting, the order of business shall be as follows:

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Report from Student Representatives**
- 4. Approval of Minutes**
- 5. Information and Proposals**
 - A. Committee Reports**
 - B. Superintendents Report**
 - C. Chair Announcements**
- 6. Privilege of the Floor**
- 7. New Business requiring Board Action**
- 8. Old Business**
- 9. Announcement of Future Meetings**
- 10. Adjournment**

Open to the Public

Consistent with state law, all meetings of the Board shall be open to attendance by the public with the exception of executive sessions.

When members of the public are invited to address the Board concerning any subject that lies within its supervision, control and jurisdiction, the following provisions shall apply:

1. A 3 minute time limit may be allowed to each speaker with a maximum of 21 minutes per meeting being allocated for any one item. The Board may, by a majority vote, decide to cancel or adjust these time limits.
2. The Chairperson shall not permit actions which disrupt or interrupt the orderly conduct of the Board meeting. A willful participant in such conduct will be asked to leave the meeting of the Board. In the case of a general disturbance where order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board may order the meeting room to be cleared except for representatives of the press who have not participated in the disruption of the meeting.

Executive Sessions

An executive session is a meeting (or a portion of a meeting) at which the public is excluded for one or more of the purposes permitted by The Freedom of Information Act, Connecticut General Statutes § 1-200(6). Executive sessions may be held upon a two-thirds vote of the members present and voting. The motion to enter executive session shall state the specific purpose for the executive session. Only matters that fall within the stated purpose of the executive session may be discussed in executive session. The executive session is limited to discussion only; all votes must be taken in public session.

Actions of the Board

No action will be taken unless the subject acted upon was listed in the agenda posted 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, 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.

Voting

Unless otherwise specified, all votes of the Board will be by majority vote of those members who are present. An absentee ballot or proxy vote is not acceptable at any meeting of the Board except as required by law. A record of the votes of each member shall be reduced to writing and made

available for public inspection within 48 hours, (excluding Saturdays, Sundays or legal holidays for votes of special meetings) and shall be recorded in the minutes of the meeting.

Minutes

The Board shall make, keep and maintain a record of the proceedings of its meetings in the form of minutes. The Secretary of the Board of Education shall ensure that minutes of all meetings of the Board shall be kept. All actions of the Board, including votes of board members, shall be identified clearly in minutes of the meeting. The official minutes of the Board meetings shall be kept in the central office.

Minutes shall be made available to the public within seven days after each meeting (excluding Saturdays, Sundays or legal holidays for minutes of special meetings) and shall be posted on the Board's website, to the extent required by law.

Copies of the minutes shall be made for distribution to the Board members with the agenda for the next regular meeting.

The minutes of any emergency special meeting shall specify the nature of the emergency and shall be available within 72 hours of the meeting, excluding any Saturday, Sunday or legal holiday.

Legal References: Connecticut General Statutes

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.

1-232 Conduct of meetings

10-218 Officers

10-224 Duties of secretary