

**RULES OF THE BOARD OF EDUCATION  
GOVERNING DEPARTMENT OF PARTICIPANTS  
AT PUBLIC SESSIONS OF THE SCHOOL BOARD**

**Statement of Purpose**  
**Section 8344.1**

The following rules are adopted with the intention of assuring the propriety necessary for the deliberate and expeditious functioning of public sessions of the Board of Education.

It is not the purpose of these rules to delimit the fundamental right of Board of Education members, the superintendent of schools, the school superintendent's staff, district employees, or non-resident and resident visitors to be heard on any matter which concerns any individual; these rules have been constructed with the intention of outlining those prerogatives which the Board of Education and its presiding officer must be able to exercise in order that the Board of Education can meet its obligations to the school district community to which it is responsible.

**Application of Rules**  
**Section 8344.2**

The rules hereby adopted shall govern the conduct of the Board of Education, school board consultants, the superintendent of schools, the school superintendent's staff, district employees, resident citizens, non-resident citizens, students and all other persons, whether or not their presence is authorized, attending public sessions of the Board of Education.

**Authority Vested in Presiding Officer**  
**Section 8344.3**

Order and decorum at public sessions of the Board of Education shall be preserved by the school board president or in the Board of Education president's absence a designated substitute (vice-president, district clerk, other school board member, or district employee).

It will be the responsibility of the school board president, or the individual presiding on the school board president's behalf, to insist that each participant at a public session be recognized by the chair before offering a question or statement to the Board of Education.

The school board president, or one presiding on the school board president's behalf, will insist that public members of the audience identify themselves and state their residence-addresses and to whom their questions or statements are directed before asking such questions or making any statements.

The school board president, or one presiding on the school board president's behalf, in such person's discretion, may limit or restrain members

**Rules of the Board of Education Governing Department, etc. (Continued)**  
**Authority Vested in Presiding Officer (8344.3) (Continued)**

of the Board of Education or public when it is necessary in order that the business of the Board of Education may be expeditiously concluded.

If in the discretion of the school board president, or an individual presiding on the school board president's behalf, it is necessary to remove any member of the public attending a school board session, the clerk of the school district will be called upon to arrest and remove such person in a manner appropriate to the circumstances.

If in the discretion of the school board president, an individual presiding on the school board president's behalf, or an individual school board member, it is necessary to remove any member of the Board of Education, a motion to that effect will be called for by the school board president, an individual presiding on the school board president's behalf, or an individual school board member; only upon the carrying of such motion by a majority of the vote of the school board in attendance will the clerk of the school district be called upon to arrest and remove such school board member in a manner appropriate to the circumstances.

The clerk of the school district may, if it becomes necessary, call upon the assistance of any individual the clerk may deem appropriate to enforce order in the Board of Education meeting room or in the lobby adjoining such meeting room.

**Department Mandated by These Rules**  
**Section 8344.4**

The following participants in public sessions of the school board will be required to comply with the specified rules of conduct:

1. School Board Members, School Board Consultants, the Superintendent of Schools, and the School Superintendent's Staff -- While an individual member of this category is speaking to debate, giving notice, making a motion or report, or presenting a petition or other paper, such person shall not proceed until the person has addressed the school board president, or an individual presiding on the school board president's behalf, and has been recognized by the school board president or appropriate designee.

While a member is speaking, no other member shall entertain any private discourse or interrupt that member in any other manner.

While the school board president, or an individual presiding on the school board president's behalf, is putting a question before the Board of Education, no member shall leave the member's place. It will be the responsibility of the school board president to clearly reiterate the question being put before the Board of Education before any action is taken on the question.

**Rules of the Board of Education Governing Department, etc. (8344.Continued)**  
**Department Mandated by These Rules (8344.4) (Continued)**

2. Visitors, Students and Others Present at Board of Education Meetings -- Each member of the public offering a question or statement to the Board of Education must be recognized before proceeding with the question or statement; said member of the public will only be recognized following a statement of the individual's name and residence-address.

Interference with the deliberative functioning of the Board of Education will not be tolerated, and in the discretion of the school board president, or an individual presiding on the school board president's behalf, any individual indulging in any activity which prevents the school board's operating in a resolute manner will be subject to ejection from the public session of the Board of Education.

**Recording Proceedings and Meetings**  
**Subsection 8344.4a**

No person shall record the proceedings of the meetings of the Board of Education, or any part thereof, by electronic or other type of recorder, nor with a stenographic or similar machine, nor by motion picture, television or any other type of camera or visual record, nor shall any person broadcast or transmit the proceedings or any party thereof, without first informing the district clerk of his/her intention to do so prior to the opening of the meeting in question. In addition, any type of recording or broadcast described above can be conducted only if it is unobtrusive and done without undue distraction. This rule shall not be construed to prohibit the making of notes by any person or persons at such meetings, whether or not such notes shall constitute a complete transcript of the proceedings, nor shall this rule apply to the district clerk or to members of the Board of Education.

**Penalties and Enforcement**  
**Section 8344.5**

When invoked, the penalty of ejection or restraint shall be invoked by the school board president, or an individual presiding on the school board president's behalf, who shall first direct the violator to leave the school board meeting room or any other facility in which the Board of Education is conducting its public session.

In the event of the violator's failure or refusal to do so, as prescribed heretofore, the school board president, or an individual presiding on the school board president's behalf, shall call upon the district clerk to take appropriate action.

**Rules of Board of Education Governing Department, etc. (Continued)****Context of These Rules**  
**Section 8344.6**

The rules set forth above and the remedies and penalties provided for their enforcement are in addition to all the rules, regulations and requirements of applicable New York State laws, the Patchogue-Medford Board of Education Policy Handbook, "Robert's Rules of Order," and the rules and regulations of the Patchogue-Medford Board of Education for the maintenance of public order on school property.

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