

Community Relations

Public Participation at Board of Trustees Meetings

The regular and special meetings of The Woodstock Academy Board of Trustees are open to the public and representatives of the press except that a part of any meeting may be designated as an executive session as provided by law.

The Trustees welcome participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board of Trustees is made through the posting of the agenda on The Academy's website and sending it to sending towns. A reasonable fee shall be charged to any person or organization requesting advance announcements of meetings and agenda backup materials.

Participation by the general public at regular meetings of matters before The Woodstock Academy Board of Trustees shall be so designated on the agenda as citizen's participation or when authorized by the Trustees. Public participation shall be subject to the provisions enumerated below. On issues that appear to arouse strong public interest, the Board of Trustees should, whenever possible, schedule a special meeting limited to that subject. In order to limit or close debate on any subject, a majority vote of those members of the Board of Trustees in attendance will be required.

- Everyone is requested to address the President for recognition.
- Each speaker must state his/her name and address.
- All speakers must observe rules of common etiquette. Personalities are not to be injected. Anyone violating this rule will be denied the floor. Unless waived by the President or a majority of the trustees, each speaker shall limit his/her remarks to three (3) minutes.
- A speaker will not be recognized for a second time unless time remains after all have been heard. Speakers are requested to avoid repetition.
- Each speaker must concern himself/herself with the topic under discussion. Anyone digressing from the topic will be ruled out of order.
- A speaker in violation of these rules may be ejected from the room and, for this purpose, an officer of the law will be present at all meetings which threaten to become contentious.
- Following each vote on a motion, the President will announce the decision of the Board of Trustees and announce its import.
- Proper attribution must be cited on any material to be distributed by a member of the public. No anonymous material may be distributed.
- It is requested that no one read lengthy statements. Written statements and materials should be made available in advance for distribution to the members of the Board of Trustees.
- Speakers shall state their positions on the subject being discussed. Those who have questions shall, whenever possible, submit them in writing in advance of the meeting.
- No boisterous conduct shall be permitted at any Board of Trustees' meeting. Persistence in boisterous conduct shall be grounds for summary termination by the President of that person's privilege of address. If necessary, the Board of Trustees' President may clear the room so that the Trustees may continue the meeting. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend such session.
- No oral presentation shall include charges or complaints against any employee of The Academy, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to The Academy Board of Trustees under provisions of the Trustees' policy as set forth in policy 1312 of this manual.

President's Responsibility

The President of the Board of Trustees shall inform the public when the public participation section of the agenda is reached. The President shall remind the public of the following:

- This is the only regular time a member of the public may address the Trustees.
- If the press is present and any statements made may be quoted in the newspaper.
- That sensitive matters involving charges or complaints against personnel or The Academy shall be handled in executive session unless requested otherwise by the person charged.
- Complaints against personnel are to be submitted in writing and signed by the complainant prior to any oral presentation.

Legal Reference:

Connecticut General Statutes

1-21 Meetings of government agencies to be public.

1-21a Broadcasting or photographing meetings.

1-21b Smoking in public meetings in rooms of public building prohibited.

1-21c Mailing of notice of meetings to persons filing written request. Fees.

1-21f Regular meetings to be held pursuant to regulation.

1-21h Conduct of meetings.

1-21i Denial of access to public records or meetings.

10-238 Petition for hearing by Board of Trustees.

Policy Adopted: August 25, 1992

Policy Updated: May 20, 2014

Policy Updated: May 21, 2019

The Woodstock Academy

Woodstock, Connecticut