

MEETING CONDUCT AND PARLIAMENTARY PROCEDURES

Legal Notice

All Board of Education meetings shall be appropriately posted and conducted as provided by Connecticut General Statutes; under governing statutes, a meeting is any quorum of the Board of Education convened in person or electronically to discuss or act upon a Board matter, but meetings shall not include:

1. any meeting of a personnel search committee for executive level positions;
2. any chance meeting or a social meeting neither planned nor intended for discussing Board of Education business;
3. strategy or negotiations with respect to collective bargaining;
4. a caucus of members of a single political party notwithstanding that such members also constitute a quorum of the Board of Education;
5. communications limited to notice of meetings of the Board of Education or the agendas for such meetings.

Upon written request to the Superintendent of Schools, any person(s) may receive by mail notice of any Board meeting at least one week prior to the meeting where practical. An annual fee, payable to the school district, shall be made for this service. The amount of the fee shall be determined by the Superintendent of Schools and shall be directly related to the cost of providing this service.

Recording, Broadcasting, or Photographing Meetings

The media and/or members of the public may record, photograph, broadcast or record for broadcast by persons, newspapers, radio and television stations all properly posted, public Board of Education meetings. Such recording, photographing, broadcasting or recording for broadcasting by persons, newspapers, radio and television stations shall be done as inconspicuously as possible and in such manner as not to disturb the Board of Education meeting.

Conduct of Meetings

In the event that a Board of Education meeting is interrupted by any person or group of persons who render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chairperson of the Board of Education shall order the meeting room cleared and continue in session. Only regular items on the agenda may be considered in such case. Media representatives, unless they were disorderly, shall be permitted to attend the sessions held in this manner.

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(Continued)

After time has passed, the Chairperson, in his or her discretion, may suspend the Board meeting and invite back those members of the public not responsible for the disruption.

Voting Method

Board minutes shall reflect how each member votes on each motion. Board of Education voting shall be by voice votes – with an exception for the election of officers at Board organizational meetings which shall be by initialed or signed ballots, if so voted by the Board.

Except as provided by law, Board policy, Board Bylaws, or any other binding agreement on the Board, a majority vote of members present and voting shall be sufficient to pass a motion. Abstentions shall not be counted as votes.

Parliamentary Procedures

Board meetings shall be conducted according to the rules or parliamentary procedure laid down in Robert's Rules of Order, Newly Revised, unless otherwise specified by state law or in written Bylaws for Board of Education operating procedures.

(cf. 9321 Regular and Special Meetings)

Reference: *Robert's Rules of Order, Newly Revised*

Legal Reference: Connecticut General Statutes
1-200 Definitions ("Public Agency")
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.
1-226 Recording, broadcasting or photographing meetings.
1-227 Mailing of notice of meeting to persons filing written request.