

Bylaws of the Board

Meeting Conduct

Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board.

All Board meetings shall commence at the stated time and shall be guided by an agenda which has been prepared and delivered in advance to all Board members and other designated persons.

The conduct of meetings shall, to the fullest possible extent, enable members of the Board to (1) consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and (2) receive, consider and take any needed action with respect to reports of accomplishment of students or of school system operations.

Public Participation at Board Meetings

Provisions for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. To maintain proper order and to adhere to set time limits all speakers must properly identify themselves.
2. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.
3. Questions may be answered at the Boards option.
4. 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. If necessary, the Chairperson may clear the room so that the Board can continue the meeting.
5. No oral presentation shall include charges or complaints against any employee of the Board of Education, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify an individual. All charges or complaints against employees shall be submitted to the Board of Education under provisions of Board of Education policy.

The Board of Education may adjourn any regular or special meeting to a specified time and place. If all members of the Board are absent, the clerk may adjourn the meeting. A copy of the notice of adjournment shall be conspicuously displayed in an area accessible to the public near the meeting room door within twenty-four hours of adjournment.

Bylaws of the Board

Meeting Conduct (continued)

Actions by the Board

No action will be taken unless the subject acted upon was listed in the agenda published 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 of Education 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.

All actions taken by the Board shall be identified clearly in minutes of the Board meeting as provided in Bylaw 9326, minutes.

(cf. 1120 - Board of Education Meetings re public participation)

(cf. 1312 - Public Complaints)

(cf. 9321 - Time, Place, Notification of Meetings)

(cf. 9322 - Public and Executive Sessions)

(cf. 9323 - Construction/Posting of Agenda)

Legal Reference: Connecticut General Statutes

1-200 Definitions

1-206 Denial of access of public records or meetings. Notice. Appeal

1-210 Access to public records

1-225 Meetings of government agencies to be public

1-226 Recording, broadcasting or photographing meetings

19a-342 Smoking prohibited in certain places. Sign required. Penalty

1-231 Executive sessions

1-232 Conduct of meetings (re disturbances)

10-224 Duties of the Secretary

Bylaw adopted by the Board: August 18, 2003

EAST GRANBY PUBLIC SCHOOLS
East Granby, Connecticut

Bylaws of the Board

Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business.

Bylaws of the Board

Order of Business

The order of business shall be at the discretion of the Chairperson may include the following items:

1. Call to Order
2. Pledge of Allegiance
3. Requests from Citizens
4. Approval of the Minutes
5. Chairperson's Report
6. Superintendent's Report
7. Action Items
 - a. Budget
 - b. Other Items Requiring Vote
8. Committee Reports
9. Discussion Items for Future Agenda
10. Communication/Correspondence
11. Adjournment

Bylaws of the Board

Order of Business

Consent Agenda

To make more efficient use of meeting time, the Board of Education authorizes the use of a consent agenda as part of its regular meeting agenda. The consent agenda will condense the routine business of the Board (e.g., approving Board minutes, reviewing monthly expenses) into either a single motion or several categorical motions.

The consent agenda will be prepared by the Superintendent of Schools in consultation with the Chairperson of the Board.

Items on a consent agenda will not be discussed prior to action. However, if any Board member believes that any item on the consent agenda requires discussion, that Board member may remove the item from the consent agenda merely by requesting same. The exempted item then moves to the regular agenda, and the Board may take action as it deems appropriate. All non-exempted items will be moved, seconded, and voted upon either in one motion or in several categorical motions without discussion.

Bylaws of the Board

Parliamentary Procedures

Rules of Order

Unless otherwise provided in the Board's Bylaws, the Board will conduct all of its meetings in accordance with Robert's Rules of Order, Revised.

Bylaws of the Board

Vote Recording

The minutes of the Board of Education shall clearly indicate how each Board Member has voted.

Minutes

Any Board member may request that a particular statement be recorded in the minutes.

The Secretary of the Board of Education shall keep minutes of all meetings of the Board. Copies of the proceeding shall be made for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in the central office. Minutes shall be made available to the public for inspection within seven days after each meeting. The votes or minutes of a special meeting shall be made available to the public for inspection within seven days after each such meeting, excluding any Saturday, Sunday or legal holiday. The minutes of any emergency special meeting shall specify the nature of the emergency and shall be available within 72 hours of the meeting.

Legal Reference: Connecticut General Statutes

1-225 (formerly 1-21) Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. (as amended by P.A. 99-71: An Act Clarifying Certain Time Periods in the Freedom of Information Act Eliminating Outdated and Unnecessary Freedom of Information Provisions.)

Bylaw adopted by the Board: August 18, 2003

EAST GRANBY PUBLIC SCHOOLS
East Granby, Connecticut

Bylaws of the Board

Electronic Participation

Except as provided hereafter, the Board of Education shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic, or other communication means where the members are not physically assembled.

A Board member may participate in a meeting through electronic communication means, only when a quorum of the Board is physically assembled at the meeting, from a remote location that is not open to the public:

if, on the day of a meeting, the Board member notifies the Board Chairperson that he or she is unable to attend the meeting due to an emergency and identifies with specificity the nature of the emergency, and the Board (1) approves the member's participation by a majority vote of the members present and (2) records in its minutes the specific nature of the emergency and the remote location from which the member participated.

Such participation by a Board member shall be limited each calendar year to two meetings or 25 percent of the meetings of the School Board, whichever is fewer; or if a Board member notifies the Chairperson of the Board that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the Board records this fact and the remote location from which the member participated in its Minutes.

A school board member may participate in a meeting by electronic means pursuant to this section only when:

- a quorum of the Board is physically assembled at the meeting location; and
- the Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

Minutes of all meetings shall specify if a member was physically present or present electronically. Lack of such a specification shall be deemed to indicate that the member in question was physically present.

Bylaws of the Board

Electronic Participation

Electronic participation may only occur if the member is prevented from physically attending by (1) personal illness or disability, (2) employment purposes, (3) a family emergency, or (4) another emergency.

When a member attends a meeting electronically, all votes shall be by roll call vote. A member who is attending electronically must identify him/herself by name and be recognized by the Chairperson before speaking.

Participation from a remote location shall not occur unless the Board member who seeks to participate is prevented from attending the meeting by circumstances beyond the control of the member; such circumstances shall include, but not be limited to, natural disasters and temporary physical incapacity.

(cf. 9321 – Time, Place, Notification of Meetings)

(cf. 9322 – Public and Executive Sessions)

(cf. 9325.1 – Quorum)

(cf. 9325.4 – Voting Method)

(cf. 9326 – Minutes)

(cf. 9327 – Electronic Mail Communications)

Legal Reference: Connecticut General Statutes
 1-225 Meetings of government agencies, as amended by June 11 Special
 Session, PA 08-3