

## Bylaws of the Board

### Meeting Conduct

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

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 prepared and delivered in advance to all Board members and other designated persons.

The meeting shall, to the fullest possible extent, enable members to conduct the business of the Board in an orderly, expeditious manner.

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

1. A 3 minute time limit may be allowed to each speaker with a maximum of 20 minutes per meeting being allocated for any one item of the agenda. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by their comments. While it is not the Board's intent to stifle public comment, speakers should be aware that if their statements violate the rights of others under the law of defamation or invasion of privacy, the speaker may be held legally responsible. Speakers unsure of the legal ramifications of what they are about to say are urged to consult first with the legal advisor.
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 case of general disturbance the meeting room may be cleared except for non-participating representatives of the press.
3. The Board may, by a majority vote, decide to extend the 20 minutes allotted per item of the agenda.
4. Questions which can be answered during the meeting may be answered at the option of the Board. Other inquiries, which may require analysis/investigation will, at the option of the Board, be answered at a future specified time.
5. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual Board member or individual employee of the Board of Education, whether named or not. All such charges or complaints concerning individual Board members or the Superintendent should be sent to the Chairperson of the Board and shall be submitted to the Board under provisions of the Woodbridge Board of Education policy. All such charges or complaints concerning individual employees of the Board should be sent to the immediate supervisor of the person to whom the complaint relates. If a satisfactory answer is not received, then a written appeal may be filed with the next higher authority.

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: October 17, 2011**