

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designated for said purpose.
3. The minutes shall constitute the official records of proceedings of the Madison Board of Education (the "Board") and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
 - A. The time, place, ~~and date, and type~~ of ~~each~~ meeting (regular, special, adjourned, emergency).
 - B. The names of those members in attendance.
 - ~~B.C.~~ Notation of others present, including the Superintendent of Schools.
 - ~~C.D.~~ The disposition of all matters on which action was recommended.
 - ~~D.E.~~ All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
 - ~~E.F.~~ All decisions concerning future meetings and agendas.
 - G. By request, a brief statement of a Board member may be included.
 - ~~F.H.~~ Time of adjournment.
5. A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection and posted on the Board's Internet web site, if available, not later than seven days of the date of the meeting to which they refer, however, the Board shall not be required by law to post such minutes on an Internet web site. Should the Board decide to make minutes available on the Board's Internet web site, it shall do so at the sole discretion of the Board.

~~[Note: The posting of minutes to a website is optional and at the discretion of the Board.]~~
6. If, in accordance with applicable law, the Board conducts a meeting in which one or more Board members attend by means of electronic equipment, the minutes of the meeting shall record a list of Board members that attended the meeting in person and a list of members that attended the meeting by means of electronic equipment.

Legal Reference:

Connecticut General Statutes

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Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions

First Reading: June 6, 2023

**#9540.9
Minutes**

The Secretary of the Board of Education shall be responsible for complete and accurate 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 shall be kept in the office of the Superintendent of the Madison Public Schools. The votes of each Board member upon any issue shall be made available to the public in writing within forty-eight (48) hours of the meeting and also recorded in the minutes of the session as which they were taken. Minutes shall be made available to the public for inspection within seven (7) days after each meeting, except as required by the law regarding emergency meetings.

The minutes of the Board of Education shall include:

- the date, place and type of meeting (regular, special, adjourned, emergency);
- members present by name;
- notation of others present, including the Superintendent of Schools;
- call to order, identification of the person presiding including his / her office and the opening ceremony;
- late arrival and early departure of members by name;
- approval or amended approval of the minutes of preceding meetings;
- a record of public comments made at the meeting;
- recorded summary of all business identified in the agenda as well as any item appropriately placed on the agenda in accordance with the state law and these bylaws;
- the exact wording of each motion, the names of the individuals making and seconding, and the disposition; and
- the time of adjournment.

The minutes shall be permanently filed and indexed for the purpose of reference. All reports requiring Board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference, and if so, shall be placed in the district office as a permanent record.

Legal Reference:	Connecticut General Statutes - Sec. 1-21
Date of Adoption:	1/17/72
1st Revision:	6/19/90
2nd Revision:	4/7/92
3rd Revision:	1/3/95

1. Definitions

For purposes of this policy:

- A. “Electronic equipment” means any technology that facilitates real-time public access to meetings, including, but not limited to, telephonic, video, or other conferencing platforms.
- B. “Electronic transmission” means any form or process of communication not directly involving the physical transfer of paper or another tangible medium, which (A) is capable of being retained, retrieved and reproduced by the recipient, and (B) is retrievable in paper form by the recipient.

2. Meeting Conduct

- A. Meetings of the Madison Board of Education (the “Board”) shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board and the provisions of law, including the Freedom of Information Act.
- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
- C. All regular and special Board meetings shall be guided by an agenda that will have been prepared and delivered in advance to all Board members and other designated persons and made available to the public in accordance with the Freedom of Information Act.
- D. Robert's Rules of Order Newly Revised shall govern the proceedings of the Board except as otherwise provided by these bylaws.
- E. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meetings, the Chairperson may order the room cleared and continue in session.
 - 1. Only matters appearing on the agenda may be considered in such a session.
 - 2. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any such session.
 - 3. Nothing in these bylaws shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the meeting.

47 **3. Smoking**

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- 49 A. Smoking of any kind, including using an electronic nicotine or cannabis delivery
- 50 system or vapor product, will not be permitted in any room in which a meeting of the
- 51 Board is being conducted, nor during the time immediately prior to the meeting.
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- 53 B. When applicable, a sign notifying the public that no smoking is allowed in the room
- 54 designated for the meeting will be prominently posted.
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56 **4. Procedures for Board Member Participation By Means of Electronic Equipment**

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- 58 A. The Board shall provide Board members the opportunity to participate in meetings by
- 59 means of electronic equipment, except that the Board is not required to adjourn or
- 60 postpone a meeting if a Board member loses the ability to participate because of an
- 61 interruption, failure, or degradation of that member's connection by electronic
- 62 equipment, unless the member's participation is necessary to form a quorum.
- 63 Conditions for participation are as follows:
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- 65 1. If a quorum of the Board members attend a meeting, other than an executive session,
- 66 by means of electronic equipment from the same physical location, members of the
- 67 public must be permitted to attend such meeting in such physical location.
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- 69 2. Any physical or demonstrable material that is used in the course of the proceedings
- 70 must be present in the physical location, if any, where the public is located.
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- 72 3. All those in attendance at the meeting, at whatever location, must be able to hear
- 73 and identify all participants in the proceeding, including their individual remarks
- 74 and votes.
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- 76 4. Any vote taken at a meeting during which a Board member participates by means
- 77 of electronic equipment shall be taken by roll call, unless the vote is unanimous.
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- 79 5. The minutes of the meeting shall record a list of Board members who attended the
- 80 meeting in person and a list of Board members who attended the meeting by means
- 81 of electronic equipment.
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83 Any Board member who participates orally in a meeting conducted by means of

84 electronic equipment shall make a good faith effort to state such member's name

85 and title, if applicable, at the outset of each occasion that such member participates

86 orally during an uninterrupted dialogue or series of questions and answers.

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- 89 B. When a Board member is participating in a meeting by means of electronic equipment,
- 90 the Chairperson shall take the necessary steps to ensure that the conditions enumerated
- 91 above are met. In addition, the Chairperson shall take the necessary steps to ensure that
- 92 a Board member participating by means of electronic equipment has adequate

93 opportunity for participation in Board discussion, including the opportunity to take the
94 floor and make motions.
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96 ~~[Note: Boards that do not wish to provide for public participation by means of electronic~~
97 ~~equipment may elect not to include the following section. However, Boards should be~~
98 ~~prepared to accommodate any changes necessitated by pandemic-related conditions in the~~
99 ~~event such conditions warrant a return to fully remote Board meetings.]~~
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101 **5. Procedures for Public Participation By Means of Electronic Equipment**

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103 The Board may hold a public meeting that is accessible to the public by means of electronic
104 equipment or by means of electronic equipment in conjunction with an in-person meeting.
105 If the Board allows for the public to participate by means of electronic equipment, it shall
106 do so in accordance with the following procedures:
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108 A. Not less than forty-eight (48) hours before the Board conducts a regular meeting by
109 means of electronic equipment, the Board shall provide direct notification in writing or
110 by electronic transmission to each member of the Board, and post a notice that the Board
111 intends to conduct the meeting solely or in part by means of electronic equipment, (a)
112 in the Board's Administrative Offices; (b) in the office of the Town Clerk; and (c) on
113 the Board's Internet web site, if any.
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115 B. Not less than twenty-four (24) hours prior to any such meeting, the Board shall post the
116 agenda for any such meeting in the same manner as the notice of the meeting as set forth
117 in Section 5.A.
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119 C. Such notice and agenda shall include instructions for the public to attend and provide
120 comment or otherwise participate in the meeting, by means of electronic equipment or
121 in person, as applicable and permitted by law. Any such notice and agenda shall be
122 posted in accordance with the provisions of Connecticut General Statutes § 1-225.
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124 D. If the Board holds a meeting, other than an executive session or special meeting, solely
125 by means of electronic equipment:
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127 1. The Board shall provide any member of the public
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129 a. upon a written request submitted not less than twenty-four (24) hours prior to
130 such meeting, with a physical location and any electronic equipment necessary
131 to attend such meeting in real-time, and
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133 b. the same opportunities to provide comment or testimony and otherwise
134 participate in such meeting that such member of the public would be accorded
135 if such meeting were held in person, except that the Board is not required (i) to
136 adjourn or postpone a meeting if a member of the public loses the ability to
137 participate because of an interruption, failure or degradation of such person's
138 connection to the meeting by electronic equipment, or (ii) to offer members of

the public who attend a meeting by means of electronic equipment the opportunity for public comment, testimony, or other participation if the provision of such opportunity is not required by law for members of the public who attend such meeting in person.

2. The Board shall not be required to adjourn or postpone the meeting if a member of the public loses the ability to participate because of an interruption, failure, or degradation of such person's connection to the meeting by means of electronic equipment.
 3. The Board shall ensure that such meeting is recorded or transcribed, excluding any portion of the meeting that is conducted in executive session. Such transcription or recording shall be posted on the Board's Internet web site and made available to the public to view, listen to, and copy in the Board's Administrative Offices not later than seven (7) days after the meeting and for not less than forty-five (45) days thereafter.
 4. If a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.
- E. If the Board holds a special meeting and any portion of such meeting is to be conducted by means of electronic equipment, it must include in the notice of such meeting if the meeting will be conducted solely or in part by means of electronic equipment.
1. Not less than twenty-four (24) hours prior to such meeting, the Board shall post such notice and an agenda of the meeting in accordance with applicable law.
 2. If such meeting is to be conducted by means of electronic equipment, such notice and agenda shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.
- F. Any member of the public who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.
- G. Whenever a meeting being conducted by means of electronic equipment is interrupted by the failure, disconnection or, in the Chairperson's determination, unacceptable degradation of the electronic means of conducting a meeting, or if a Board member necessary to form a quorum loses the ability to participate because of the interruption, failure or degradation of such member's connection by electronic equipment, the Board may, not less than thirty (30) minutes and not more than two (2) hours from the time of the interruption or the Chairperson's determination, resume the meeting (1) in person,

if a quorum is present in person, or (2) if a quorum is restored by means of electronic equipment, solely or in part by such electronic equipment.

1. In each case of resumption of such meeting, electronic access shall be restored to the public if such capability has been restored.
2. The Board shall, if practicable, post a notification on its Internet web site and inform attendees by electronic transmission of the expected time of resumption or of the adjournment or postponement of the meeting, as applicable, and may announce at the beginning of any meeting what preplanned procedures are in place for resumption of a meeting in the event of an interruption.

H. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible, and if such person or group of persons is attending such meeting by means of electronic equipment, the Chairperson may terminate such person's or group of persons' attendance by electronic equipment until such time as such person or group of persons conforms to order or, if need be, until such meeting is closed.

~~[Note: The following section is optional:]~~

6. Public Address

A. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular [or special] meetings so designated for such purpose.

(1) ~~Three~~ minutes may be allotted to each speaker, ~~and a maximum of~~ minutes to each subject matter. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.

(2) A Board member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.

(3) No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

(4) All speakers must identify themselves by name and address.]

Legal References:

Connecticut General Statutes

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Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

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| 1-200 | Definitions |
| 1-206 | Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Petition for relief from vexatious requester. Service of process upon commission. Frivolous appeals. Appeal re state hazardous waste program records |
| 1-225 | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions |
| 1-232 | Conduct of meetings |
| 19a-342 | Smoking prohibited. Exceptions. Signs required. Penalties |

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

First Reading: June 6, 2023

#9540.10**Meeting Conduct****(formerly Public Participation At Board Meetings)**

All regular and special meetings of the Board will be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, it will schedule one or more periods during each meeting for public participation. It may set a time limit on the length of this period and / or a time limit for individual speakers.

Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meeting.

1. Meeting Conduct

- A. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board.
- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
- C. All regular and special Board meetings shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.
- D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.

#9540.10(b)**2. Procedures for Participation by Means of Electronic Equipment**

- A. Board members may participate in meetings by means of electronic equipment (*e.g.*, telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:
1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;
 2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and
 3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
- B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

#9540.10(c)**3. Public Address**

A. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.

B. The Board Secretary will read the following statement before public comment:

The Board welcomes public comment at our meetings. When speaking, please state your name and address. Comments are limited to three minutes in order to ensure that all interested parties have an opportunity to speak. Please speak on one topic per public comment session. The Board is happy to hear from our community, but at a business meeting it should not be expected that the Board will respond. Neither public comment period is a time for public discussion. If necessary, the community member will be contacted for follow-up. For remote attendees, if you would like to have your comments read, please add them to chat or questions and answers functionality.

(1) Three minutes may be allotted to each speaker, which may be modified at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.

(2) The Board Secretary shall act as timekeeper for the meeting, if deemed necessary by the Chairperson.

#9540.10(d)

- (3) 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.

- (4) All speakers must identify themselves by name and address.

Legal References:**Connecticut General Statutes**

1-200 Definitions

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

1-225 Meetings of government agencies to be public.

1-232 Conduct of meetings. (re: disturbances)

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

(cf. 9540.1 - Notification of Board Meetings)

(cf. 9540.2 - Agenda)

Date of Adoption: January 3, 1995

Technical Revision: March 21, 2006

Date of Revision: June 8, 2021