

## Bylaws of the Board

### Order of Business

The order of business at the regular meeting shall be as follows:

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of the Minutes
- IV. Approval of the Agenda
- V. Recognition/Special Presentation – when necessary
- VI. Public Participation  
*The Board welcomes public participation. Pursuant to our Board Policy, public participation is limited to no more than three (3) minutes per speaker and a total of no more than fifteen (15) minutes. People who wish to speak longer are encouraged to attend any and all related subcommittee meetings where most of the board’s groundwork is done. We value your input, but due to these time limitations, we ask you to be concise and please do not repeat a previous comment. We know you will observe the rules of common courtesy. Thank you. [9320(a) of Board Bylaws]*
- VII. Election of a New Board Member – when necessary
- VIII. Board and Administrative Communications
  - A. Chairman’s Report
  - B. Superintendent’s Report
  - C. Student Representatives’ Report
  - D. Committee Reports – when necessary
    1. Business Operations/Resource Management (*Committee Chair name*)
    2. Curriculum (*Committee Chair name*)
    3. Communications/Community Outreach (*Committee Chair name*)
    4. Policy (*Committee Chair name*)
    5. Field Fees (*Committee Chair name*)
  - E. Liaison Reports – when necessary
    1. Board of Finance (*Board Member name*)
    2. Magnet School (*Board Member name*)
    3. Parks & Recreation Commission (*Board Member name*)
    4. Permanent Building Committee (*Board Member name*)

## Bylaws of the Board

### Order of Business (continued)

5. Technology (*Board Member name*)
6. Safety (*Board Member name*)
7. EdAdvance (*Board Member name*)
8. Calendar (*Board Member name*)
9. Athletic Council (*Board Member name*)

IX. Information Items

X. Action Items

XI. Public Participation

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XII. ~~Board Member Comments~~ Future Agenda Items

XIII. ~~Executive Session—when necessary~~ Board Member Comments

XIV. ~~Adjournment~~ Executive Session – when necessary

XV. Adjournment

*Dates to Remember: Listing of upcoming meeting dates and events*

### Procedure

Executive session can be called at any point during the meeting. The current edition of *Robert's Rules of Order*, Newly Revised, shall govern the proceedings of the Board of Education, except when in conflict with Board policy or State Statutes.

Bylaw adopted by the Board: June 23, 1999  
 Bylaw revised: May 3, 2007  
 Bylaw revised: March 15, 2012  
 Bylaw revised: January 7, 2016  
 Bylaw revised: February 1, 2018

NEW FAIRFIELD PUBLIC SCHOOLS  
 New Fairfield, Connecticut