

## 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 meetings 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 ramification of what they are about to say are urged to consult first with their 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 a 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.~~ **The Board will not respond to any comments made during the Public Comment except to clarify issues. The Board of Education will take into consideration comments made by the public at meetings and hearings. Questions, concerns and requests directed to the Board will usually be deferred pending administrative and Board consideration.**
5. **Speakers may offer objective criticism of district operations and programs but the Board encourages members of the public to address complaints concerning individual district personnel through the proper chain of command. The Chairperson may direct the member of the public to the appropriate means to address concerns brought before the Board; however, the Board will not respond with action but will take comments under advisement and direct the comments to the appropriate staff member to address outside of the Board meeting.**

6. The following language shall be read by the Chairperson at the beginning of the public comment portion of the meeting: *(The reading is waived if there are no participants for public comment.)*

**The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate district administration will follow-up with you at a later point in time.**

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. Exempt records.
- 1-225 Meetings of government agencies to be public.
- 1-226 Recording, broadcasting or photographing meetings.
- 19a-342 Smoking prohibited in certain places. Signs required. Penalties.
- 1-231 Executive sessions.
- 1-232 Conduct of meetings (re disturbances).
- 10-234 Duties of the Secretary

Adopted by the Board: 11/05/79; Revised October 17, 2011