

**BLOOMFIELD PUBLIC SCHOOLS**  
**Bloomfield, Connecticut**

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**BOARD POLICY**

**No. 9325(a)**

**RE: Meeting Conduct  
Bylaws**

**Adopted: 3/23/2010**

**Approved: 10/6/2015**

**Revised:**

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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.

2. Smoking

- A. Smoking and vaping will not be permitted in any room in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.
- B. A sign notifying the public that no smoking or vaping is allowed in the place designated for the meeting will be prominently posted.

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.
  - (1) The time allotted to each speaker is threeminutes. The Board may reduce the time allotted at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.

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- (2) A Board of Education 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 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 on the sign-in sheet provided and prior to their comments.

Legal References:

Connecticut General Statutes

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