

**Construction and Posting of Agenda
(formerly Agenda)**

I. Construction of Agenda

A. The Superintendent in cooperation with the Chairperson of the Board of Education (the “Board”) shall prepare an agenda for each meeting of the Madison Board.

B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda. ~~**[Optional: This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.]**~~

C. If at least three Board members request in writing that an additional agenda item be placed on the Board’s agenda, it will either be placed on the agenda or a special meeting of the Board will be scheduled within fourteen (14) days of the written request.

[Note: The following section is optional:

D. Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:

1) Make their request in writing to the Secretary of the Board, with a copy of the request to the Superintendent of Schools.

2) The Secretary of the Board will present the written request to the Board at its next regular meeting.

3) The Board will decide at which future regular meeting date the item will appear on the agenda.]

II. Posting of Agenda

A. At least twenty-four (24) hours prior to the time of the regular [or special] meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board.

B. An agenda will be posted at Town Hall, the Board’s Administrative Offices, and on the Board’s Internet web site.

C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

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D. If, in accordance with applicable law, the Board holds a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting, the agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting by means of electronic equipment or in person, as applicable and permitted by law. Any such agenda shall be posted in accordance with the provisions of Connecticut General Statutes Section 1-225.

Legal Reference:

Connecticut General Statutes

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

10-218 Officers. Meetings

**#9540.2
Agenda**

To expedite Board business and to provide a framework for its orderly conduct, the Superintendent, in cooperation with the Board Chairperson and Executive Committee, will prepare an agenda outlining the matters to be brought to Board attention at meetings.

Construction of the Agenda

The Superintendent, in cooperation and communication with the Board Chairperson and Executive Committee of the Board of Education, shall prepare the agenda and supporting information for each regular meeting. Any Board member wishing to request an item be placed on the agenda of a regular meeting shall contact the Superintendent one week prior to the meeting for which the agenda applies. Supporting information should contain:

- statistics when applicable;
- alternatives considered prior to the recommendation;
- ramifications of the recommendation; and
- background information leading to the recommendation.

The consent grouping of items on the agenda is used for those items (such as bills payable, minutes, action items, periodic reports, hiring of personnel, donations, etc.) which usually do not require discussion or explanation as to the reason for Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration.

The Board will follow the order of business set up by the agenda unless the order is altered or new items are added by vote of the Board during the meeting. Only by two-thirds vote of the entire Board present at a regular meeting can the Board add, or take action on, a matter which did not appear on the printed agenda. Items can be added to the agenda of a special meeting only by unanimous consent of the entire Board.

Delivery of the Agenda

The Superintendent is responsible for the delivery of the agenda, with all necessary support information, to all Board members. Board members shall have the agenda and

9540.2 (Continued)

support information at least 48 hours prior to each regular meeting and 24 hours prior to each special meeting. In the case of a special meeting, a verbal communication of the proposed agenda and purpose may be appropriate. This requirement of agenda delivery is not applicable to emergency meetings.

Posting of the Agenda

The agenda of all regular meetings of the Board of Education shall be available to the public and shall be on file, not less than 24 hours before the meeting to which it refers, in the Central Office of the Board of Education.

Legal Reference: Connecticut General Statutes 1-21 Meetings of Government Agencies to be Public

Cross Reference: Bylaw #9540.1

Additional Reference: *Robert's Rules of Order*

Date of Adoption: 3/20/1972

Revision: 6/19/1990

Revision: 12/21/1993

Revision: 1/3/1995

Revision: 10/29/2013

Quorum and Voting Procedures

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4 1. Quorum:

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6 A. The majority of all members of the Madison (the “Board”) shall be necessary to constitute a
7 quorum for the transaction of business.
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9 B. If, in accordance with applicable law, the Board provides Board members the opportunity to
10 participate in meetings by means of electronic equipment, the Board is not required to adjourn
11 or postpone a meeting if a Board member loses the ability to participate because of an
12 interruption, failure, or degradation of that member’s connection by electronic equipment,
13 unless the member’s participation is necessary to form a quorum. If a quorum of the Board
14 members attend a meeting, other than an executive session, by means of electronic equipment
15 from the same physical location, members of the public must be permitted to attend such
16 meeting in such physical location.
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18 C. If, in accordance with applicable law, the Board holds a meeting solely by means of electronic
19 equipment, and if a quorum of Board members attend a meeting by means of electronic
20 equipment from the same physical location, the Board shall permit members of the public to
21 attend such meeting in such physical location.
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23 2. Voting Procedures:

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25 A. No member can vote on a question in which the Board member has a direct personal or
26 pecuniary interest.
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28 B. Members may vote for themselves for any office or other position.
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30 C. While it is the duty of every member who has an opinion on a question to express it by vote, a
31 Board member cannot be compelled to do so.
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33 D. A member may abstain from voting (with the knowledge that the effect is the same as if the
34 Board member had voted on the prevailing side).
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36 E. The votes of each member of the Board upon any issue before the Board shall be recorded in
37 the minutes of the session at which taken.
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39 F. Board members shall have the opportunity to explain their votes, with the explanation to be
40 recorded in the minutes.
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42 G. Any vote taken at a meeting during which a Board member participates by means of electronic
43 equipment shall be taken by roll call, unless the vote is unanimous.
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45 Legal References:

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47 Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of
48 Information Act.”
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#9540.3
Quorum

A majority (5) of all the members of the Board of Education (9) shall constitute a quorum. Members participating remotely in accordance with Bylaw 9325.43 shall be considered present for purposes of convening a quorum. In the absence of a quorum, the Chairperson or the presiding officer shall cancel or adjourn a meeting.

Legal Reference: Connecticut General Statutes
Section 1-21d

Date of Adoption: March 20, 1972
Revised: June 19, 1990
Revised: January 3, 1995
Revised: February 11, 2014

The *ayes*, *nays* and *abstentions* upon votes taken shall be entered on the record on all questions called by the Chairperson. Any member may request that his / her vote be changed if such request is made prior to consideration of the next order of business.

Motions or resolutions shall be recorded as having passed or failed and the votes of each Board member shall be clearly identified.

The affirmative vote of a majority of those members present at any meeting having a quorum shall be considered sufficient for action except for those actions required otherwise by law or these policies. In addition, the following actions shall require a majority vote of the entire Board:

- approval of negotiated personnel contracts;
- approval of the annual budget and special appropriations;
- approval of long-term lease / purchase agreements / contracts;
- approval of the high school course of studies;
- approval of the annual school calendar; and
- approval of transfer of appropriation (line item transfers), in accordance with Board of Education Policy 3140.

Special Circumstances

Vote on Relative of Board Member:

An affirmative vote of the majority of the Board, excluding the relative, duly recorded, showing how each member voted, will be required for the appointment as an employee of any person related to a member of the Board.

Date of Adoption: April 4, 1995
Date of Revision: February 15, 2005
Date of Revision: June 4, 2019

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 of each meeting.
 - B. The names of those members in attendance.
 - C. The disposition of all matters on which action was recommended.
 - D. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
 - E. All decisions concerning future meetings and agendas.
 - F. By request, a brief statement of a Board member may be included.
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

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

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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

**#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

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4 **1. Definitions**

5 For purposes of this policy:

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

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19 A. Meetings of the Madison Board of Education (the “Board”) shall be conducted by the
20 Chairperson in a manner consistent with the adopted bylaws of the Board and the
21 provisions of law, including the Freedom of Information Act.
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23 B. All Board meetings shall commence at, or as close as practicable to, the stated time,
24 provided there is a quorum.
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26 C. All regular and special Board meetings shall be guided by an agenda that will have
27 been prepared and delivered in advance to all Board members and other designated
28 persons and made available to the public in accordance with the Freedom of
29 Information Act.
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31 D. Robert’s Rules of Order shall govern the proceedings of the Board except as otherwise
32 provided by these bylaws.
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34 E. In the event that a Board meeting is interrupted by any person or group of persons so
35 as to render the orderly conduct of such meeting unfeasible and order cannot be
36 restored by the removal of individuals who are willfully interrupting the meetings, the
37 Chairperson may order the room cleared and continue in session.
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39 1. Only matters appearing on the agenda may be considered in such a session.
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41 2. Duly accredited representatives of the press or other news media, except those
42 participating in the disturbance, shall be allowed to attend any such session.
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44 3. Nothing in these bylaws shall prohibit the Board from establishing a procedure for
45 readmitting an individual or individuals not responsible for willfully disturbing the
46 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
66 session, by means of electronic equipment from the same physical location,
67 members of the public must be permitted to attend such meeting in such physical
68 location.

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70 2. Any physical or demonstrable material that is used in the course of the proceedings
71 must be present in the physical location, if any, where the public is located.

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73 3. All those in attendance at the meeting, at whatever location, must be able to hear
74 and identify all participants in the proceeding, including their individual remarks
75 and votes.

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77 4. Any vote taken at a meeting during which a Board member participates by means
78 of electronic equipment shall be taken by roll call, unless the vote is unanimous.

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80 5. The minutes of the meeting shall record a list of Board members who attended the
81 meeting in person and a list of Board members who attended the meeting by means
82 of electronic equipment.

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84 Any Board member who participates orally in a meeting conducted by means of
85 electronic equipment shall make a good faith effort to state such member's name
86 and title, if applicable, at the outset of each occasion that such member participates
87 orally during an uninterrupted dialogue or series of questions and answers.

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

94 opportunity for participation in Board discussion, including the opportunity to take the
95 floor and make motions.

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97 *[Note: Boards that do not wish to provide for public participation by means of electronic*
98 *equipment may elect not to include the following section. However, Boards should be*
99 *prepared to accommodate any changes necessitated by pandemic-related conditions in the*
100 *event such conditions warrant a return to fully remote Board meetings.]*

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102 **5. Procedures for Public Participation By Means of Electronic Equipment**

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104 The Board may hold a public meeting that is accessible to the public by means of
105 electronic equipment or by means of electronic equipment in conjunction with an in-
106 person meeting. If the Board allows for the public to participate by means of electronic
107 equipment, it shall do so in accordance with the following procedures:

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109 A. Not less than forty-eight (48) hours before the Board conducts a regular meeting by
110 means of electronic equipment, the Board shall provide direct notification in writing or
111 by electronic transmission to each member of the Board, and post a notice that the
112 Board intends to conduct the meeting solely or in part by means of electronic
113 equipment, (a) in the Board’s Administrative Offices; (b) in the office of the Town
114 Clerk; and (c) on the Board’s Internet web site, if any.

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116 B. Not less than twenty-four (24) hours prior to any such meeting, the Board shall post
117 the agenda for any such meeting in the same manner as the notice of the meeting as set
118 forth in Section 5.A.

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120 C. Such notice and agenda shall include instructions for the public to attend and provide
121 comment or otherwise participate in the meeting, by means of electronic equipment or
122 in person, as applicable and permitted by law. Any such notice and agenda shall be
123 posted in accordance with the provisions of Connecticut General Statutes § 1-225.

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125 D. If the Board holds a meeting, other than an executive session or special meeting, solely
126 by means of electronic equipment:

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128 1. The Board shall provide any member of the public

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130 a. upon a written request submitted not less than twenty-four (24) hours prior to
131 such meeting, with a physical location and any electronic equipment necessary
132 to attend such meeting in real-time, and

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134 b. the same opportunities to provide comment or testimony and otherwise
135 participate in such meeting that such member of the public would be accorded
136 if such meeting were held in person, except that the Board is not required (i) to
137 adjourn or postpone a meeting if a member of the public loses the ability to
138 participate because of an interruption, failure or degradation of such person’s
139 connection to the meeting by electronic equipment, or (ii) to offer members of
140 the public who attend a meeting by means of electronic equipment the

- 141 opportunity for public comment, testimony, or other participation if the
142 provision of such opportunity is not required by law for members of the public
143 who attend such meeting in person.
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- 145 2. The Board shall not be required to adjourn or postpone the meeting if a member of
146 the public loses the ability to participate because of an interruption, failure, or
147 degradation of such person's connection to the meeting by means of electronic
148 equipment.
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- 150 3. The Board shall ensure that such meeting is recorded or transcribed, excluding any
151 portion of the meeting that is conducted in executive session. Such transcription or
152 recording shall be posted on the Board's Internet web site and made available to
153 the public to view, listen to, and copy in the Board's Administrative Offices not
154 later than seven (7) days after the meeting and for not less than forty-five (45) days
155 thereafter.
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- 157 4. If a quorum of Board members attend a meeting by means of electronic equipment
158 from the same physical location, the Board shall permit members of the public to
159 attend such meeting in such physical location.
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- 161 E. If the Board holds a special meeting and any portion of such meeting is to be
162 conducted by means of electronic equipment, it must include in the notice of such
163 meeting if the meeting will be conducted solely or in part by means of electronic
164 equipment.
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- 166 1. Not less than twenty-four (24) hours prior to such meeting, the Board shall post
167 such notice and an agenda of the meeting in accordance with applicable law.
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- 169 2. If such meeting is to be conducted by means of electronic equipment, such notice
170 and agenda shall include instructions for the public, by means of electronic
171 equipment or in person, to attend and provide comment or otherwise participate in
172 the meeting, as applicable and permitted by law.
173
- 174 F. Any member of the public who participates orally in a meeting conducted by means of
175 electronic equipment shall make a good faith effort to state such member's name and
176 title, if applicable, at the outset of each occasion that such member participates orally
177 during an uninterrupted dialogue or series of questions and answers.
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- 179 G. Whenever a meeting being conducted by means of electronic equipment is interrupted
180 by the failure, disconnection or, in the Chairperson's determination, unacceptable
181 degradation of the electronic means of conducting a meeting, or if a Board member
182 necessary to form a quorum loses the ability to participate because of the interruption,
183 failure or degradation of such member's connection by electronic equipment, the
184 Board may, not less than thirty (30) minutes and not more than two (2) hours from the
185 time of the interruption or the Chairperson's determination, resume the meeting (1) in
186 person, if a quorum is present in person, or (2) if a quorum is restored by means of
187 electronic equipment, solely or in part by such electronic equipment.

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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) _____ 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

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

235
236 1-200 Definitions
237 1-206 Denial of access to public records or meetings. Appeals. Notice. Orders.
238 Civil penalty. Petition for relief from vexatious requester. Service of
239 process upon commission. Frivolous appeals. Appeal re state hazardous
240 waste program records
241 1-225 Meetings of government agencies to be public. Recording of votes.
242 Schedule and agenda of certain meetings to be filed and posted on web
243 sites. Notice of special meetings. Executive sessions
244 1-232 Conduct of meetings
245
246 19a-342 Smoking prohibited. Exceptions. Signs required. Penalties
247
248 Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)
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#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

Officers *(formerly Board Officers)*

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5 The Madison Board of Education (the “Board”) shall, not later than one month after the
6 date on which newly elected members take office, elect from its own members a
7 Chairperson, a Vice-Chairperson and a Secretary.

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9 The votes of each member cast in such election shall be reduced to writing and made
10 available for public inspection within forty-eight hours, excluding Saturday, Sunday, or
11 legal holidays, and shall also be recorded in the minutes of such meeting at which taken,
12 which minutes shall be available for inspection at all reasonable times.

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14 If such officers are not chosen after one month from the date on which newly elected
15 members take office because of a tie vote of the members, the town council, or, if there is
16 no town council, the selectmen of the town shall choose such officers from the
17 membership of the Board.

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19 Officers shall hold their respective offices for ____ years, and until their successors are
20 duly elected.

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22 Should a vacancy arise in an office of the Board during the term of a Board officer’s
23 service, the members of the Board (including, if applicable, the member vacating a Board
24 office) shall elect a successor to fill the office until the next regular election for Board
25 officers. Such votes shall be reduced to writing, recorded, and made available for public
26 inspection as described above.

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28 **Official Duties of the Chairperson**

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30 The Chairperson shall preside at all of the meetings of the Madison Board of Education
31 (the “Board”).

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33 The Chairperson shall serve as the Board's spokesperson.

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35 The Chairperson shall appoint the chair and members of all special committees.

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37 The Chairperson shall serve as an ex officio member on all committees.

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39 The Chairperson shall act as the Board’s representative for the purposes of consultation
40 with Board legal counsel when appropriate, and may authorize other Board members to
41 consult with Board counsel when appropriate.

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43 The Chairperson shall perform such other duties as may be delegated to the Chairperson
44 by the Board.

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46 **Official Duties of the Vice Chairperson**

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In the absence of the Chairperson, the Vice Chairperson shall assume and carry out the duties and responsibilities of the Chairperson.

Official Duties of the Secretary

The Secretary of the Madison Board of Education (the “Board”) shall keep minutes or cause minutes to be kept of all meetings of the Board, and shall cause copies of such minutes to be forwarded to each member of the Board.

In accordance with the Connecticut General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office and posted on the Board’s Internet web site, if available, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board at a duly convened meeting of the Board.

The Board Secretary shall also make provision that members of the Board are notified of all regular and special meetings.

The Board Secretary shall attend to the official correspondence of the Board.

The Board Secretary shall submit to the Town at its annual meetings a report of the doings of the Board.

Legal Reference:

- Connecticut General Statutes
 - 10-218 Officers. Meetings.
 - 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
 - 7-3 Warning of town and other meetings
 - 7-4 Record of warning
 - 10-224 Duties of the secretary
 - 10-225 Salaries of secretary and attendance officers

**#9420
Board Officers****Executive Committee**

The Executive Committee of the Board of Education shall be comprised of the Chairperson, Vice-Chairperson, and Secretary. They shall be elected for a two-year term, by majority vote from its members at the initial Board Organization Meeting as required by Bylaw 9410.

The purpose of the Executive Committee shall be limited to enhancing the orderly process of internal Board policies and procedures and in such other matters as organizing the annual Board evaluation of the Superintendent and organizing the process for annual Board self-evaluation and goal setting. The Executive Committee will work with the Superintendent to develop Board meeting agendas. Also, the Executive Committee will initiate the strategic planning efforts for the entire Board, including the review and development of the Board's vision statement.

The Executive Committee shall not have the authority to take action on any matter that is appropriately the responsibility of the Board of Education in directing the Madison School District. It shall not represent the Board in any external discussion, action, or negotiation with any person, board, or organization that should appropriately be communicating with the Board of Education. It is recommended that the Executive Committee meet on a regular basis to maintain communication. It is the responsibility of the Chairperson to schedule and preside over these meetings.

Chairperson

The Chairperson shall serve as ex-officio member of all committees of the board, permanent and temporary; alternatively, the Chairperson may opt to designate another member of the Executive Committee to serve in this capacity. When the chairperson or Executive Committee designee serves as ex-officio member of any board committee, they will be a non-voting member, with the exception of superintendent search committees. The Chairperson shall make statements on behalf of the Board of Education and represent

the policies and decision of the Board in a responsible manner. In addition, the Chairperson of the Board shall:

- preside at all meetings of the Board;
- have a vote on all motions placed before the Board for action;
- sign such documents on behalf of the Board that require their signature;
- represent the Board in deliberations with other Boards, districts, or agencies unless another member of the Board is so designated;
- call special meetings of the Board that they may deem necessary as well as those requested in writing by one-third of the members of the Board;
- select a member to keep minutes of the executive session should the Secretary be unable to do so;
- serve as ex-officio non-voting member of all committees of the Board, permanent and temporary, unless another member of the executive committee is so designated by the Chairperson;
- appoint temporary officers, should an officer be removed or retire from office, for a period of time not to exceed six (6) weeks;
- appoint Board members to administrative committees and committees of other agencies (CABE, LEARN Regional Service Center); and
- appoint membership to temporary committees.

Vice-Chairperson

The Vice-Chairperson will have all the powers and duties of the Chairperson in their absence or during their disability and such other powers and duties as the Board may from time to time determine. The Vice-Chairperson is required to attend a majority of regular and special meetings, Executive Committee meetings, and meetings of all assigned committees.

Secretary

The Secretary shall:

- sign all payroll checks of employees of the Madison Board of Education;

- sign all other documents that require their signature;
- be responsible for maintaining minutes of all Board meetings, in accordance with the bylaws and generally by overseeing the accuracy of the minutes prepared by district personnel provided to facilitate such minutes;
- preside over Board of Education meetings when both the Chairperson and Vice-Chairperson are absent and assume such other powers and duties as the Board may from time to time determine;
- attend a majority of regular and special meetings, Executive Committee meetings, and meetings of all assigned committees; and
- submit to the Town at its annual meetings a report of the doings of the Board.

Legal Reference: Connecticut General Statutes Sec. 10-218, 10-243 and 1-25

Date Adopted: December 1, 2020

#9220.3

Filling Vacancies on the Board
(Formerly Board Member Resignation)

Board Member Resignation

If a Board member's ~~permanent residence~~ ceases to be an elector of the Town, they thereupon cease to hold elected office in the Town and shall submit a notice of resignation. in the Madison School District, the Board member will resign immediately. Resignations for this or any other reason ~~will~~ require a written statement of resignation. Upon receipt of a Board member's written resignation ~~for this or any other reason~~, the Board will ~~consider~~ acknowledge the resignation ~~request~~ at the next scheduled meeting coinciding with or next following the receipt of written resignation. The Board will then accept the resignation by formal action and declare the Board position *vacant* unless the resignation is withdrawn any time prior to the Board's action.

Vacancies

If a vacancy occurs on the Board, the Board of Selectmen shall fill by appointment the vacancy until the completion of the vacated term in accordance with the requirements set forth in Section 6.6 of the Madison Town Charter. The Board shall accept the appointment at a regular meeting or special meeting convened for that purpose.

#9710

School District Logo And / Or Motto

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5 The school district logo will be given prominence in identifying the schools, departments
6 and services of the Madison Public Schools. Specifically, it will appear on all documents
7 generated in schools and administrative offices which are intended for public circulation,
8 and on all official forms of communications.

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10 These will include, but not be limited to, the following:

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| 11 | | |
| 12 | Letterheads | Numbered forms |
| 13 | Pamphlets | Purchase Orders |
| 14 | Newsletters | Invoices |
| 15 | Public Notices | Checks |
| 16 | Advertisements | Curriculum Documents or other |
| 17 | Calendars | Copyrighted Publications |
| 18 | Video Presentations | Student Report Cards |
| 19 | Certificates and Diplomas | Board-owned Vehicles |
| 20 | | |

21 Individual schools or departments who wish to use local identifying symbols in their own
22 publications, letterheads, etc., may do so provided the official Board Logo is also used. In
23 such cases, the Board Logo will appear on the first or cover page of any multi-page
24 document.

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26 The Superintendent is authorized to issue procedures as may be necessary to support this
27 policy.

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34 Date of Adoption: 3/7/95

Guidelines for Use of District Logo / Board Members' Names

Guidelines are necessary to establish uniform use of the District Logo, Board of Education members' names, and use of the approved Equal Employment Opportunity statement that is printed on appropriate district publications. Therefore, it shall be the responsibility of the Superintendent to assure that all individuals responsible for the development and printing of district publications adhere to application of the following guidelines:

- Indication of the date of all publications shall be included on the publication;
- On any publications produced for general distribution, and at least once a year on all regular publications, the District's Equal Employment Opportunity statement should appear as follows:

The Madison Public Schools is committed to affirmative action and equal opportunity for employment. No student will, on the basis of race, color, creed, sex, handicap, national origin, or sexual orientation, be denied access to any appropriate educational program or activity provided by the District. The Title IX compliance coordinator and the Section 504 compliance coordinator is the Director of Special Educational and Regional Services.

- On any publications produced for employment purposes, the District's Affirmative Action statement should appear as follows:

The personnel policies, procedures, and practices of the Madison Public Schools will be administered to best assure equal employment opportunities for all applicants and employees. The District has identified and eliminated any personnel policies, procedures, or practices which discriminate on the basis of race, color, ancestry, national origin, gender, age, religion, handicap, political affiliation, sexual orientation, or status as a veteran and will continue to do so,

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remaining vigilant against development of unlawful employment discrimination. The District will comply with all applicable state and federal laws and regulations prohibiting employment discrimination, and all contractors and vendors will be requested to do likewise.

- Names of Board of Education members serving at the time of a publication should appear in the following publications annually: Board Policies and Administrative Regulations manuals, student handbooks, school / faculty handbooks, Board meeting agendas, the district annual report, all district council and committee publications, professional publications for dissemination both within and without the district, and other such publications considered to be representative of the district.
- The District Logo should appear on district-printed publications prepared for distribution to the public;
- Names of Board of Education members serving at the time of publication should be published annually in at least the first issue of the parent / community newsletter and commencement programs; use of the logo on invitations is encouraged but not required; and
- Publications currently in print must be modified to conform with this regulation at the time they are reprinted.

Date of Adoption: 4/4/95