

#9540.10

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

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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.**

**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;**

43                   2.       Any physical or demonstrable material that is used in the course of  
44                   the proceedings must be present in the place where the public is  
45                   located; and

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

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51           B.       When a Board member is participating in a meeting by means of  
52                   electronic equipment, the Chairperson shall take the necessary steps to  
53                   ensure that the three conditions enumerated above are met. In addition,  
54                   the Chairperson shall take the necessary steps to ensure that a Board  
55                   member participating by means of electronic equipment has adequate  
56                   opportunity to express himself/herself in Board discussion, including the  
57                   opportunity to take the floor and make motions.

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59   [Note: The following section is optional:]

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61   3.       Public Address

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

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

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

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

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

~~The Board Chairperson will be responsible for recognizing all speakers. To maintain proper order and to adhere to any set time limits, all speakers must properly identify themselves. Questions asked by the public will, when possible, be answered immediately by the Chairperson or referred to staff members present for appropriate reply. Questions requiring investigation will be referred to the Superintendent for consideration and later response.~~

~~Members of the public will only be recognized by the Chairperson as the Board conducts its official business at the discretion of the Board.~~

~~(cf. 1312 - Public Complaints)~~

~~(cf. 9540.1 - Notification of Board Meetings)~~

~~(cf. 9540.2 - Agenda)~~

~~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~~

~~1-225 Meetings of government agencies to be public~~

~~1-226 Recording, broadcasting or photographing meetings~~

~~19a-342 Smoking prohibited in certain places. Sign required. Penalty~~

~~1-231 Executive sessions~~

~~1-232 Conduct of meetings (re disturbances)~~

~~10-224 Duties of the Secretary~~

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