

# **Special Board of Education Meeting**

Tuesday, December 12, 2023 6:30 PM

Board of Education Auditorium, 129 Church Street, Bristol, CT 06010

1. **Call to Order/Welcome**
2. **Review BoE Mission Statement and Goals**
3. **Review and Discuss Standing Committees ~ Bylaw  
9132**
4. **Discussion of Commissioner Roles In and Outside  
of Board of Education and Committee Meetings**
5. **Overview of Robert's Rules of Order**
6. **Adjournment**

## **Bylaws of the Board**

### **Standing Committees**

#### **Duties and Responsibilities**

Each standing committee of the Board of Education shall consist of 3 members of whom one shall serve as Chairperson of the committee. The Chairperson of the Board of Education shall serve as ex-officio member of all committees. While any Board member is invited to attend any meeting of a standing committee; only members of the committee shall vote on matters before the committee. Committees are responsible for addressing issues assigned to them by the full Board or Chairperson. Committees make recommendations for action to the full Board.

#### **1. Student Achievement Committee**

The Student Achievement Committee, together with education personnel, is responsible for developing, outlining, reviewing and implementing all policies related to student assessment, curriculum, instructional programs, student services and any other issues related to student achievement.

#### **2. Operations Committee**

The Operations Committee, together with education personnel, is responsible for developing, outlining, reviewing and implementing all policies related to physical plant, transportation, cafeteria, and infrastructure.

#### **3. Personnel Committee**

The Personnel Committee, together with education personnel, is responsible for developing, outlining, reviewing and implementing all policies related to personnel issues such as negotiations, contract implementation, and interviews.

#### **4. Finance Committee**

The Finance Committee, together with education personnel, is responsible for developing, outlining, reviewing and implementing all policies related to the financial operations of the school system.

**Bylaws of the Board**

**Standing Committees**

**Duties and Responsibilities**

**5. Communications and Community Relations**

The Communications and Community Relations Committee, together with education personnel, is responsible for developing, outlining, reviewing and implementing all policies related to the Board of Education's communication with its various constituents.

**6. School Building Committees**

Members of these school building committees shall be appointed according to the provisions of Ordinance Title XVIII and the duties shall be as proscribed under the ordinance.

**7. Policy Committee**

The Policy Committee, together with education personnel, is responsible for developing, outlining, reviewing, revising and informing the full Board of policies that may require revision, rescission, or inclusion. Policies developed in other committees of the Board shall be brought to the Policy Committee for a first reading unless there is an urgency requiring expeditious consideration by a quorum of the Board.

Bylaw Adopted: March 10, 1993  
Bylaw Revised: August 21, 1996  
Bylaw Revised: August 19, 1998  
Bylaw Revised: September 15, 1999  
Bylaw Revised: October 6, 1999  
Bylaw Revised: January 5, 2000  
Bylaw Revised: April 4, 2001  
Bylaw Revised: July 7, 2004  
Bylaw Revised: February 3, 2016

BRISTIOL PUBLIC SCHOOLS  
Bristol, Connecticut

# Roberts Rules of Order – Simplified

## Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

## How to do things:

**You want to bring up a new idea before the group.**

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

**You want to change some of the wording in a motion under discussion.**

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

**You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.**

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

**You want more study and/or investigation given to the idea being discussed.**

Move to refer to a committee. Try to be specific as to the charge to the committee.

**You want more time personally to study the proposal being discussed.**

Move to postpone to a definite time or date.

**You are tired of the current discussion.**

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3<sup>rd</sup>s vote.

**You have heard enough discussion.**

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3<sup>rd</sup>s vote.

**You want to postpone a motion until some later time.**

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3<sup>rd</sup>s vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.  
 “Call for orders of the day.”

You want to take a short break.  
 Move to recess for a set period of time.

You want to end the meeting.  
 Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.  
 Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.  
 Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.  
 Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.  
 Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3<sup>rds</sup> vote is required.

**Unanimous Consent:**

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
  - to get information about business –point of information to get information about rules– parliamentary inquiry
  - if you can't hear, safety reasons, comfort, etc. –question of privilege
  - if you see a breach of the rules –point of order
  - if you disagree with the president of the board’s ruling –appeal
  - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 <sup>rds</sup>	√
Close Discussion	√			2/3 <sup>rds</sup>	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

# Parliamentary Pointers

## Use of Postpone to a Certain Time vs Table of Motion/Issue

### Lay on the Table

The term “**table**” is often used to allow the motion/issue to be brought up at a later time. “**Lay on the Table**”, in parliamentary terms, is defined as a subsidiary motion which, if adopted, interrupts the pending business and permits the group/association to do something else immediately. The motion to “Lay on the Table” must be seconded and adopted by a majority vote; this motion cannot be debated or amended.

Example: this motion is used when an invited speaker arrives and is asked to speak immediately. The motion/issue “on the floor” is “**laid on the table**” until after the speaker has completed any remarks and then the motion/issue is “**taken from the table**” and discussion/debate continues to the vote.

**It is advised that a motion/issue not be “laid on the table” until the next meeting!** The main reason for this is that there is no item on the agenda under which it would be taken up at the next meeting.

### Postpone to a Certain Time/Postpone Definitely

If the desire is to discontinue action on a motion/issue until a later meeting, it is advised that someone make the following motion: “**I move to postpone this motion until the next monthly meeting.**” (or until a later meeting). **This motion is the motion to Postpone to a Certain Time; the motion can include the statement “and made a Special Order”.**

The motion to “Postpone to a Certain Time” is defined simply as ‘to put off to a later time’; it must be seconded, can be debated and amended, and is adopted by a majority vote. A more detailed definition of this subsidiary motion is ‘a motion by which action on a pending question can be put off, within limits, to a definite day, meeting, or hour, or until a certain event’.

If such a motion/issue is made a **Special Order**, it is taken up before Unfinished Business and General Orders. If the motion/issue is not made a Special Order, it is a General Order and is taken up under Unfinished Business and General Orders at the next meeting.

**If the next meeting is not within the next three months (within the quarter), it is advised that the motion/issue not be postponed, but referred to a committee; the committee can be directed to report with information. In this way, some work will have been carried out on the issue before the next meeting. The committee may be directed to report with an amendment to the motion or a substitute motion (new wording).**

Adapted from *Robert’s Rules of Order Newly Revised*, 11<sup>th</sup> Edition, (RONR)  
Janice Strand, Professional Registered Parliamentarian