

Woodbridge Board of Education BOE  
Policy Committee Meeting  
Thursday, November 12, 2009 6:30 PM

Woodbridge BOE Policy Committee Meeting  
November 12, 2009 6:30 PM District Office  
Conference Room 40 Beecher Road - South

## **Agenda**

- I. **Call to Order**
- II. **Organizational Outline for 2009/10**
- III. **Policies for Review and Discussion**
  - A. Review Policy 9121 - Board Chair
  - B. Review Policy 9132 - Standing Committees
  - C. Review Robert's Rules of Order - Chair and Committee Appointments
- IV. **Abstention Votes**
- V. **Adjourn**

## Bylaws of the Board

### Chairperson

A chairperson of the Woodbridge Board of Education shall be elected by a majority of the members of the Board bi-annually at the July organizational meeting of the Board. There is no restriction on the number of terms a Board member may serve as chairperson.

The chairperson shall preside at all meetings of the Board, appoint committees, sign financial and other records of the Board, and perform such other duties as may be prescribed by law, State Department of Education regulations, or the action of the Board.

In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.
9. Declare the meeting adjourned.

Bylaws of the Board

Chairperson

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

The chairperson of the Board may be removed as chairperson by the affirmative vote of six (6) members taken at a duly constituted meeting for which the matter appeared as an agenda item.

(cf. 9324 Meeting Conduct and Parliamentary Procedure)  
9121(c) Bylaws of the Board of Education Officers

Legal Reference:            Connecticut General Statutes  
                                 10-218 Officers. Meetings.  
                                 10-224 Duties of the Secretary.  
                                 10-225 Salaries of Secretary and Attendance Officers.

Adopted by the Board: 11/05/79; Revised 1993; Approved 3/29/93; Revised 1/17/06;  
Revised 3/16/09

**Bylaws of the Board  
Committees and Advisory Committees  
Standing Committees**

As deemed necessary, the Board of Education may establish standing committees from among its membership to make recommendations for Board action. The following rules will govern the appointment and function of such committees which shall:

1. be established through action of the Board of Education;
2. have their members appointed by the Board Chairperson
3. be informed in writing at the time of committee formation of committee purpose, functions, and duties;
4. make recommendations for Board action, but it may not act for the Board except in those instances where authority to act has been specifically delegated to the committee by the Board;
5. be dissolved at the end of the Board's year or at any time by a vote of the Board.

The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all standing committees.

**Ad Hoc Committees**

Ad hoc committees may be created for special assignments. The same rules shall apply to special committees as apply to standing committees, except that they shall be dissolved immediately upon completion of an assignment. The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all ad hoc committees.

Duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.

**Committees as Public Entities**

All Board of Education committee meetings are public meetings unless the committee is composed entirely of non-Board members and the Board successfully has petitioned the Freedom of Information Commission prior to the committee formation for such committee to be exempt from this requirement.

All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

(cf. [9130](#) - Committees)

(cf. [9131](#) - Committees of the Whole)

(cf. [9121](#) - Boards of Education Officers)

**Legal Reference: Connecticut General Statutes**

1-200 through 1-241 Freedom of Information Act.

## Bylaws of the Board

### Standing Committees

The following shall be the standing committees of the Woodbridge Board of Education. The Chairperson shall appoint at least three Board members to each committee and may revise committee appointments at any time. The Chairperson shall be an ex-officio member of each committee. The Woodbridge Education Association and the Beecher Road School PTO may each designate one individual per committee to represent the respective organization at committee meetings. The Superintendent is a member of each committee and may appoint up to two additional administrators/ supervisors to serve on each committee. Policy decisions of the committees are non-binding, only the Woodbridge Board of Education may determine policy.

The standing committees:

- A. Finance
- B. Policy
- C. Facilities
- D. Curriculum

Adopted by the Board: 11/05/79; Revised 1993; Approved 3/29/93; Revised 11/00; Revised 8/20/01; Revised 1/22/02; Revised and Approved 10/20/03; Revised 11/15/04; Revised 9/19/05; Reviewed and Approved: December 15, 2008

Bylaws of the BoardStanding CommitteesFacilities Committee

A Facilities Committee consisting of those members of the Woodbridge Board of Education appointed by its Chairperson shall be a standing committee of the Board. The Facilities Committee shall meet as needed:

1. To serve as Board of Education liaison on matters relating to the effective utilization, operation and maintenance of the school facilities.
2. To study, investigate and examine, when necessary, future building and grounds needs of the district and report such findings to the Board.
3. To serve as Board of Education liaison on the review of the district's five-year capital improvement plan.

The Facilities Committee will make recommendations for action to the Board as necessary.

Legal Reference

## Connecticut General Statutes

1-200 through 1-241 of the Freedom of Information Act

1-200 Definitions

1-226 Meetings of Government Agencies to be Public

10-220 Duties of Boards of Education

Adopted by the Board: December 15, 2008

## **Roberts Rules of Order**

If the chair appoints or nominates the committee, s/he has the duty to select its chairman - which s/he does by naming that person to the committee first - and the committee cannot elect another. The chair should not state the name of any committee member until s/he has decided his/her preference for chairman.

If the committee is named by a power other than the chair (such as the assembly or the executive board), the body that elects the committee members has the power, at the time the appointment are made, to designate any one of them as Chairman. If a chairman is not designated when the committee is appointed, the committee has the right to elect its own chairman. Since such a committee may confirm its first-named member in the chairmanship, it is important that this person be qualified and dependable."

*Note: The BOE has not formally adopted adherence to Roberts Rules. Each Board has chosen to use Robert's Rules as a guideline in parliamentary procedure not strict adherence.*

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