

**Bylaws of the Board****Meeting Conduct**

Meetings of the Board of Education shall be conducted by the chairman in a manner consistent with the bylaws of the Board.

All Board meetings shall commence at the stated time and shall be guided by an agenda, which has been prepared and delivered in advance to all Board members and other designated person.

The conduct of meetings shall, to the fullest possible extent, enable members of the Board to (1) consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and (2) receive, consider and take any needed action with respect to reports of accomplishment, both as to students and to school system operations.

Provision for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.
2. No uncivil conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination by the chair of that person's privilege of address. If necessary, the chairman may clear the room so that Board members may continue the meeting.
3. No oral presentation shall include charges or complaints against any employee of the Board of Education, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify an individual. All charges or complaints against employees shall be submitted to the Board of Education under provision of Board of Education policy.

(cf. 1312 – Public Complaints)

The Board of Education may adjourn any regular or special meeting to a specified time and place. If all members of the Board are absent, the clerk may adjourn the meeting. A copy of the notice of adjournment shall be conspicuously displayed near the meeting room door within twenty-four hours of adjournment.

**Meeting Conduct** (continued)Actions by the Board

No action will be taken unless the subject acted upon was listed in the agenda published for that meeting, except that an item of business not included on the agenda of a regular meeting may be considered and acted upon after a two-thirds vote of the members present and voting to add such business to the agenda.

The Board of Education shall not adopt resolutions except where such adoption is required by law, or where the intent of the Board is to publish a status position of the Board, as in advising the General Assembly of the Board's position on a proposed law, or commending staff members or other agencies for work well done.

All actions taken by the Board shall be identified clearly in minutes of the Board meeting as provided by Bylaw 9326, Minutes.

(cf. 1120 – Board of Education Meetings re public participation)

(cf. 9321 – Time, Place, Notification of Meetings)

(cf. 9322 – Public and Executive Sessions)

(cf. 9323 – Construction/Posting of Agenda)

Legal Reference: Connecticut General Statutes

1-18a Definitions

1-19 Access to Public Records

1-21 Meetings of government agencies to be public

1-21a Recording, broadcasting or photographing meetings

1-21b Smoking prohibited in certain places

1-21d Adjournment of meetings

1-21g Executive sessions

**Meeting Conduct**

Legal Reference: Connecticut General Statutes (continued)

1-21h Conduct of meetings

1-21i Denial of access to public records or meetings

10-224 Duties of the secretary

Weston Board of Education  
Policy 1255 Civility

Bylaw adopted by the board: March 5, 1991  
Revised: February 10, 2003

**WESTON PUBLIC SCHOOLS**  
Weston, Connecticut