

Community Relations

Board of Education Meetings

Meetings of the Board of Education will be held in accordance with Section 1-21 of the General Statutes of Connecticut.

1. Agenda – Order of Business
 1. Call to order
 2. Pledge of Allegiance
 3. Communications, Resignations
 4. Consent Agenda
 5. Student Representative Report
 6. Public Participation
 7. Business Items
 8. Action Items
 9. Board Committee Reports
 10. Next Scheduled Meeting(s)
 11. Adjournment

(The School Board, by a simple majority vote, shall have the authority to change the order of presentation.)

II. Consent Agenda

The Consent Agenda consists of proposals and recommendations that, in the opinion of the Board of Education, will be acceptable to all members of the Board. Typically, these are routine items such as minutes, personnel transactions, items that have been discussed, or matters that occur on an annual basis.

Consideration of the consent agenda will be governed by the following rules and procedures prior to vote:

1. Upon the request of any one board member, any item will be removed from the consent agenda and considered separately after adoption of the consent agenda.
2. One vote will be taken and will cover all remaining consent agenda items.

III. Agenda Preparation and Dissemination

The Superintendent, in consultation with the Board Chairperson, shall prepare all agendas for meetings of the Board.

Community Relations

Board of Education Meetings (cont.)

Requests by Board members for items to be included on the agenda should be forwarded to the Superintendent or Board Chairperson at least eight days prior to the meeting at which it is requested that it be considered. The person requesting the item should forward any background information. This material will be included in the Board delivery made prior to the meeting.

Not less than 36 hours prior to each regular meeting, the Superintendent shall supply to each Board member, a copy of the agenda, with such related briefing materials, papers and proposals as shall assist the Board member in preparing for orderly and informed participation in the meeting.

Copies of the agenda will be available to the public and the press prior to the meeting.

IV. Special Meetings

Special meetings may be held at the call of the chairperson, or at the written request of any three members, at the call of the secretary. At least twenty-four (24) hours notice must be given prior to any special meeting. No items may be added to the agenda of a special meeting.

V. Quorum

Five members of the Board shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the members present shall be necessary to carry all resolutions.

VI. General Rules of Order

Presiding Officer - The Board Chairperson presides, recognizes members before they speak, may rule on what is in order, may rule on whether a speaker has exceeded the bounds of courtesy, and may respond about rules or order. In the absence of the Chairperson, the Vice Chairperson shall preside. In the absence of both the Chairperson and the Vice Chairperson, the Secretary shall preside.

Action by Motion - The Board may proceed by motion which must have a "second". Any Board member may make a motion. A member making a motion may withdraw it anytime before a vote is taken.

Community Relations

Board of Education Meetings (cont.)

Debate - After a motion is made, but before a vote is taken, the chairperson must open the floor to debate.

VII. Voting

Voting at Board meetings shall be a voice vote. A roll call vote shall be taken upon request of any member. All votes taken must be recorded in the minutes.

VIII. Minutes

Minutes of all meetings must be kept and made available for public inspection. They will be kept in the Superintendent's office. One copy will also be kept in each school library.