

Bylaws of the Board

Meeting Conduct

Meetings of the Bristol Board of Education shall be conducted by the Chairperson 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 persons.

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 accomplishments both as to students and to school system operations.

All regular and special meetings of the Board shall be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, and also needs to conduct its business in an orderly and efficient manner, it may schedule one or more periods in each meeting for public comment. 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 the posted agenda or other items of concern to the public. Comments at special meetings must be related to the call of the meeting.

The Board Chairperson shall be responsible for recognizing any individual or group interested in addressing the Board concerning any subject that lays within its jurisdiction. All speakers addressing the Board are subject to the follow procedures:

1. A sign-in sheet will be available for anyone desiring to address the Board. Speakers will be called in order.
2. Speakers shall properly identify themselves.
3. Shall adhere to any time limits set.
4. Shall maintain proper order. 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. If necessary, the Chairperson may clear the room so that the Board members may continue the meeting.
5. Shall not in an oral presentation 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)

Questions asked by the public during public comment shall be referred to staff members for reply; questions requiring investigation shall be referred to the Superintendent for consideration and later response.

The Board of Education may cancel any regular or special meeting. A copy of the notice of cancellation shall be conspicuously displayed near the meeting room door within twenty-four hours of cancellation.

Actions by the Board

No action will be taken unless the subject acted upon was listed on 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 meetings as provided in 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

[1-200](#) Definitions.

[1-210](#) Access to public records.

[1-225](#) Meetings of government agencies to be public.

[1-226](#) Recording, broadcasting or photographing meetings.

[1-228](#) Adjournment of meetings.

[1-200](#) Executive Sessions.

[1-222](#) Conduct of meetings.

[1](#)-206 Denial of access to public records or meetings.

[10](#)-224 Duties of the secretary.

Bylaw Adopted: September 8, 1993

Bylaw Revised: July 7, 2004

Bylaw Affirmed: July 6, 2016