

Bylaws of the Vernon Board of Education

Meeting Conduct and Parliamentary Procedures

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1. Quorum: A majority of the entire board shall constitute a quorum at any regular or special meeting. The board may take no action in the absence of a quorum except to adjourn to another date, unless this bylaw is waived in accordance with Bylaw 9314.
2. Call to order and adjournment: The meetings will not be called to order until a quorum is present. The meeting shall be adjourned at 10:00 p.m. unless, with the consent of a majority *of those present*, the meeting is extended.
3. Parliamentary procedure as stated in Roberts Rules of Order, shall be used.
4. The time and place of Board of Education meetings shall be made public and shall be conducted as provided by Connecticut General Statutes. Under governing statutes a meeting is any quorum of the Board of Education convened in person or electronically to discuss or act upon a Board matter, but meetings shall not include:
 - a. any meeting of a personnel search committee for executive level positions;
 - b. chance social meeting neither planned nor intended for discussing board Business;
 - c. strategy or negotiations with respect to collective bargaining;
 - d. a caucus of members of a single political party;
 - e. communications limited to notice of meetings of the Board or the agendas for such meetings.

Upon written request to the Superintendent of Schools, any person(s) may receive by mail notice of any Board meeting at least one week prior to the meeting, where practical. An annual fee, payable to the school district, shall be made for this service. The amount of the fee shall be determined by the Superintendent of Schools and shall be directly related to the cost of providing this service.

Recording, Broadcasting, or Photographing Meetings: With twenty-four (24) hour advance notice and approval by the Superintendent, media may record, photograph, broadcast, or record for broadcast by persons, newspapers, radio and television stations. Such recording, photographing, broadcasting or recording for broadcasting by persons, newspapers, radio and television stations shall be done as inconspicuously as possible and in such manner as not to disturb the board of education meeting.

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Conduct of meetings: In the event that a Board of Education meeting is interrupted by any person or group of persons who render the orderly conduct of the meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chairperson of the Board of Education shall order the meeting room cleared, and the Board will continue in session. Only regular items on the agenda may be considered in such case. Media representatives, unless they were disorderly, shall be permitted to attend the sessions held in this manner.

After time has passed, the Chairperson, at his or her discretion, may suspend the Board meeting and invite back those members of the public not responsible for the disruption.

See Section 1000, pg. 1120 (Public Participation in Board Meetings).

Voting Methods: Except as provided by law, Board Policy, Board Bylaws, or any other binding agreements on the Board, a majority vote of members present and voting shall be sufficient to pass a motion. Voting may be by show of hands or voice vote except for the election of officers where such votes must be by initialed or signed ballot. Abstentions shall not be counted as votes.

Parliamentary Procedures: Board meetings shall be conducted according to the rules of parliamentary procedure laid down in Robert's Rules of Order New Revised, unless otherwise specified by State law or in written bylaws for board of education operating procedures.

(Ref. 9321: Time, Place, Notification for Meetings)

Reference: Roberts Rules of Order Newly Revised

Legal Reference:

Connecticut General Statutes

1-18a Definitions. ("Public Agency")

1-21 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.

1-21a Recording, broadcasting or photographing meetings.

1-21c Mailing of notice of meeting to persons filing written request.