

## Series 9000 - Bylaws of the Board

### 3. Methods of Operation

#### B. Meetings

##### (5) Meeting Conduct

All meetings will be conducted in accordance with Robert's Rules of Order, Newly Revised. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with adopted 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 accomplishment of students or of school system operations.

*Observers are always welcome at the Suffield Board of Education meetings. Total public comment time will be 20 minutes. Public Comment guidelines are as follows:*

1. When Public Comment on the agenda is reached, the Board Chair will ask if anyone wishes to speak.
2. State your name and address for the record. Students state name only. It is best to stand when speaking, but this is not required.
3. There will be a three minute time limit for anyone speaking. The total Public Comment time will adhere to Board policy.
4. Written statements may be submitted for Board members. This is helpful if time runs out for the speaker.
5. Immediate replies to questions/concerns should not be expected. (Board Chair/Superintendent's discretion)
6. Inappropriate topics: confidential information, personnel issues and legal concerns.
7. Please avoid derogatory and profane language.

#### **Adjourned Meetings**

The Board may adjourn any regular or special meeting to a specified time and place. If there is less than a quorum, the presiding officer may adjourn the meeting. 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 promptly following the adjournment.

(cf.1312 – Public Complaints)

(cf.9320/9321 – Meetings – Time/Place/Notification)

Bylaw adopted by the Board: December 2, 1997

Bylaw Revised: October 16, 2012

October 20, 2015

SUFFIELD PUBLIC SCHOOLS

Suffield, Connecticut