

Series 9000

Bylaws

Code Of Conduct For Board Members

It is the policy of the Eastford Board of Education that a member of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official; and
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such action as deemed appropriate by the Board.

Procedures for Censure:

Prior to any vote to censure a Board member for cause:

- 1) The Board may review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member) prior to taking any formal action;
- 2) If the Board determines that formal action is necessary, the Board member shall be provided with reasonable notice of the Board's intent to consider possible censure (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board);
- 3) A vote to censure a Board member shall only take place at a regular meeting or a special meeting called for that purpose;
- 4) Such censure may be enacted for cause by a majority vote of all Board members.

Legal References:

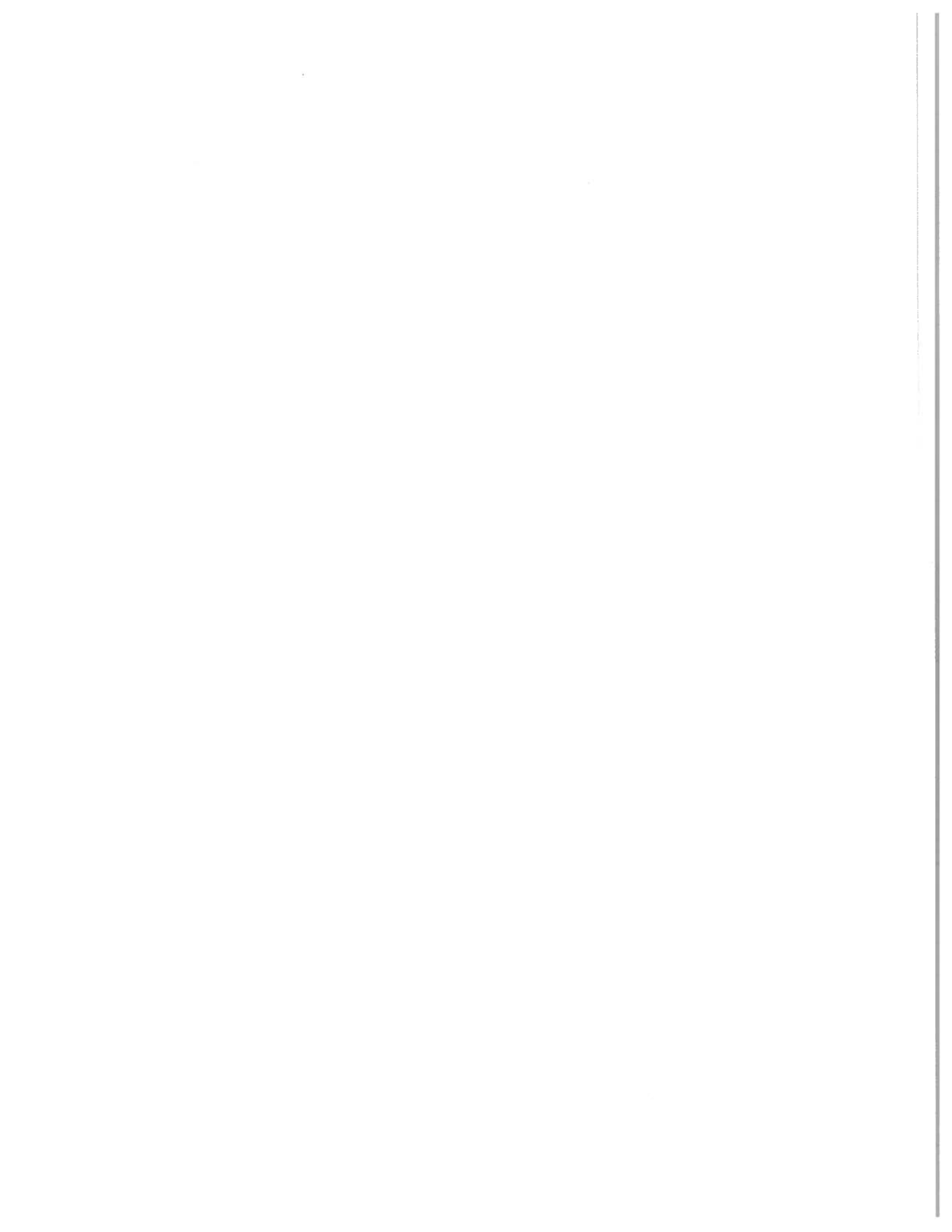
Connecticut General Statutes

10-220 Duties of boards of education.

Bylaw adopted: 8/12/99

Revised: 02/11/2016

Eastford Board of Education



CODE OF CONDUCT FOR BOARD MEMBERS

It is the policy of the _____ Board of Education (the "Board") that all members of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official; and
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such disciplinary action as deemed appropriate by the Board.

Procedures for Censure or Other Disciplinary Action

The following procedures shall be used in lieu of any procedures set forth in Robert's Rules of Order with respect to any proposed action to censure or take other disciplinary action regarding a Board member for cause:

- 1) The Board shall review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to censure or take other disciplinary action regarding a Board member for cause.
- 2) If the Board determines as a result of such discussion that censure or other disciplinary action concerning a Board member may be appropriate, the Board shall provide the Board member with:
 - a) reasonable written notice of the Board's intent to consider censure or other disciplinary action, including the factual basis for the claimed "cause" for the censure or disciplinary action against the member, with such notice to be provided after being authorized by majority vote of those Board members present and voting; and

- b) an informal opportunity to be heard by the Board regarding such possible censure or other disciplinary action, at which the Board member shall have the right to be represented by counsel at the Board member's own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.

- 3) Any action to censure or take other disciplinary action regarding a Board member for cause following such informal hearing shall require an affirmative vote by a majority of all members of the Board.

Legal References:

Connecticut General Statutes
10-220 Duties of boards of education.

ADOPTED: _____
REVISED: _____

10/18/2021

Series 9000

Bylaws

Formulation, Adoption, Amendment Or Deletion Of Policies

1. In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the school district.
2. Suggestions for either new policies or policy changes would normally come to the Board of Education from any of the following:
 - A. Board of Education Members
 - B. Superintendent
 - C. Statute
 - D. Matters of law
 - E. Citizens
 - F. Students.
3. The Superintendent will prepare a draft policy statement for consideration and for the development by the Board of Education.
4. Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.
5. Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.
6. Policies that affect students shall become effective at the beginning of the next school year following adoption unless the policy provides otherwise.
7. Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such policy matters.
8. When a policy is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.
9. The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.

Bylaw adopted: 2/12/98

Revised: 02/11/2016

Eastford Board of Education

Series 9000

Bylaws

Formulation, Adoption, Amendment Or Deletion Of Policies

10. Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies, and procedures.

Bylaw adopted: 2/12/98
Revised: 02/11/2016

Eastford Board of Education

**Series 9000
Bylaws**

FORMULATION, ADOPTION, AMENDMENT OR DELETION OF POLICIES

1. In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the _____ Public Schools.
2. Suggestions for either new policies or policy changes normally come to the _____ Board of Education (the "Board") from any of the following:
 - A. Board members
 - B. Superintendent
 - C. Statute
 - D. Matters of law
 - E. Citizens, and/or
 - F. Students.
3. The Superintendent will prepare a draft policy statement for consideration and development by the Board.
4. Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board by the Superintendent in writing prior to a regular Board meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.
5. Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.
6. Policies that affect students shall become effective at the beginning of the next school year following adoption unless the policy provides otherwise.
7. Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board. The agenda shall be marked to indicate such policy matters.
8. When a policy is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.

9. The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.
10. Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

ADOPTED: _____

REVISED: _____

10/20/2021

Series 9000

Bylaws

Formulation, Adoption, Amendment Or Deletion Of Bylaws

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.

Except for emergency situations, bylaws will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such matters.

When a bylaw is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption.

Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

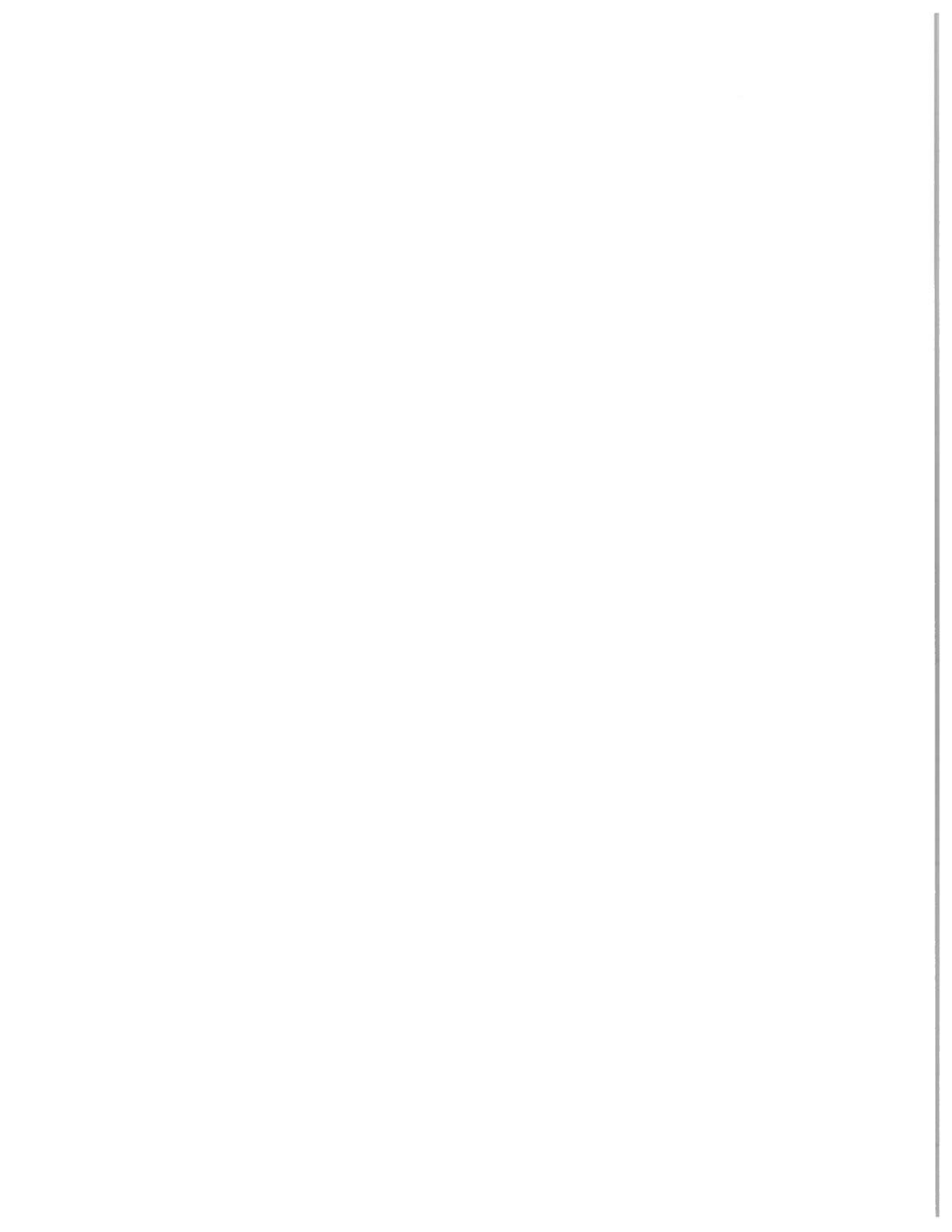
Reference:

10-221 Boards of education to prescribe rules, policies, and procedures.

Bylaw adopted: 2/12/98

Revised : 02/11/2016

Eastford Board of Education



**Series 9000
Bylaws**

FORMULATION, ADOPTION, AMENDMENT OR DELETION OF BYLAWS

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the _____ Board of Education (the "Board") by the Superintendent in writing prior to a regular Board meeting in which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.

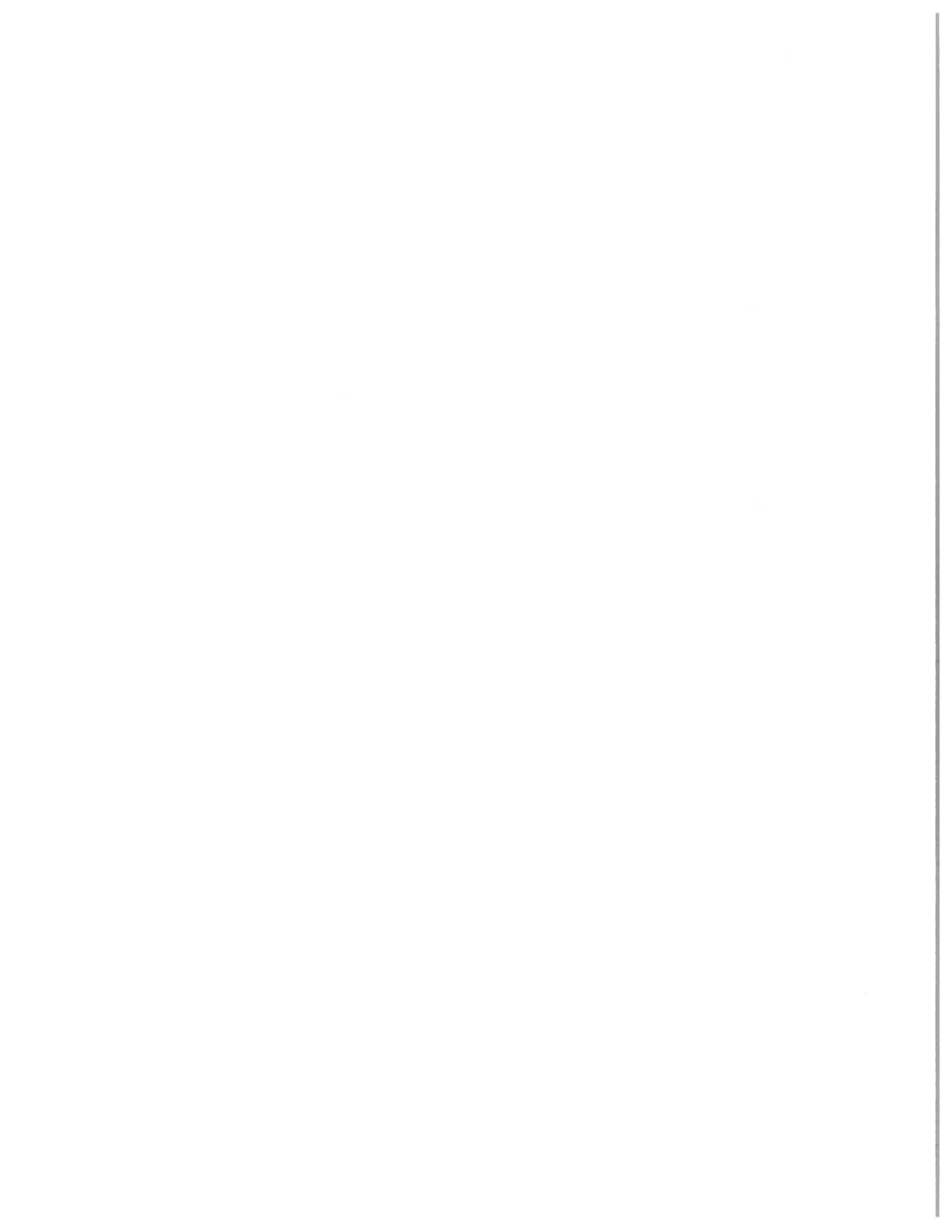
Except for emergency situations, bylaws will be adopted, amended, or deleted after consideration at two regular meetings of the Board. The agenda shall be marked to indicate such matters.

When a bylaw is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the bylaw or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption.

Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

ADOPTED: _____
REVISED: _____

10/20/2021



Series 9000

Bylaws

Formulation, Adoption, Amendment Or Deletion Of Administrative Regulations

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the Board.
2. The Superintendent shall bring to the attention of the Board all new, revised or deleted administrative regulations.
3. The Board reserves the right to review and direct revisions or deletions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies of the Board. If the Board directs the Superintendent to adopt, amend, or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

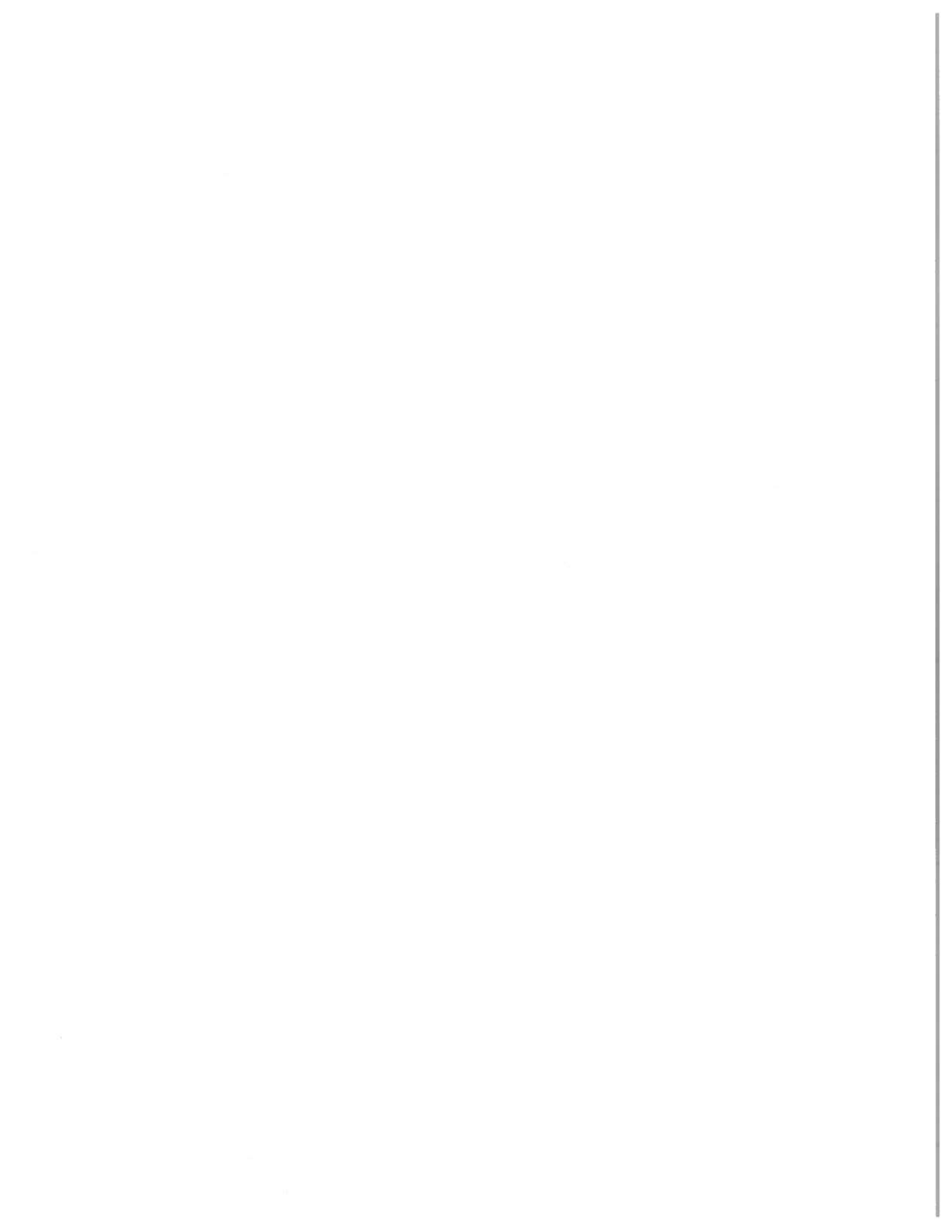
Reference:

10-221 Boards of Education to prescribe rules, policies, and procedures.

Bylaw adopted: 2/12/98

Revised: 02/11/2016

Eastford Board of Education



**Series 9000
Bylaws**

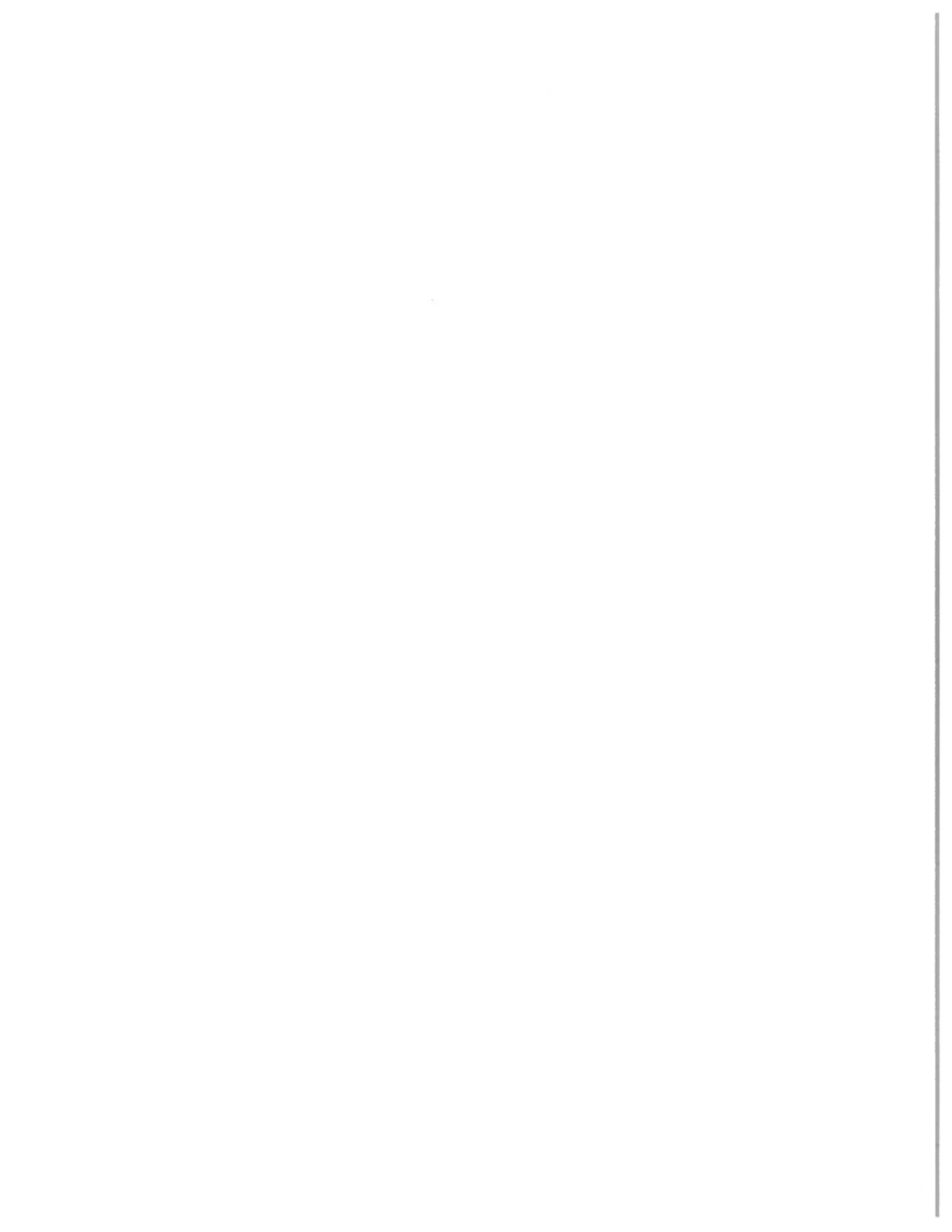
**FORMULATION, ADOPTION, AMENDMENT OR DELETION
OF ADMINISTRATIVE REGULATIONS**

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the _____ Board of Education (the "Board") and/or as necessary to promote the orderly operation of the _____ Public Schools in compliance with applicable law.
2. The Superintendent shall bring to the attention of the Board all new, revised or deleted administrative regulations.
3. The Board reserves the right to review and direct revisions or deletions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies of the Board. If the Board directs the Superintendent to adopt, amend, or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

ADOPTED: _____

REVISED: _____

10/20/2021



Series 9000

Bylaws

Suspension of Policies, Bylaws, and Regulations

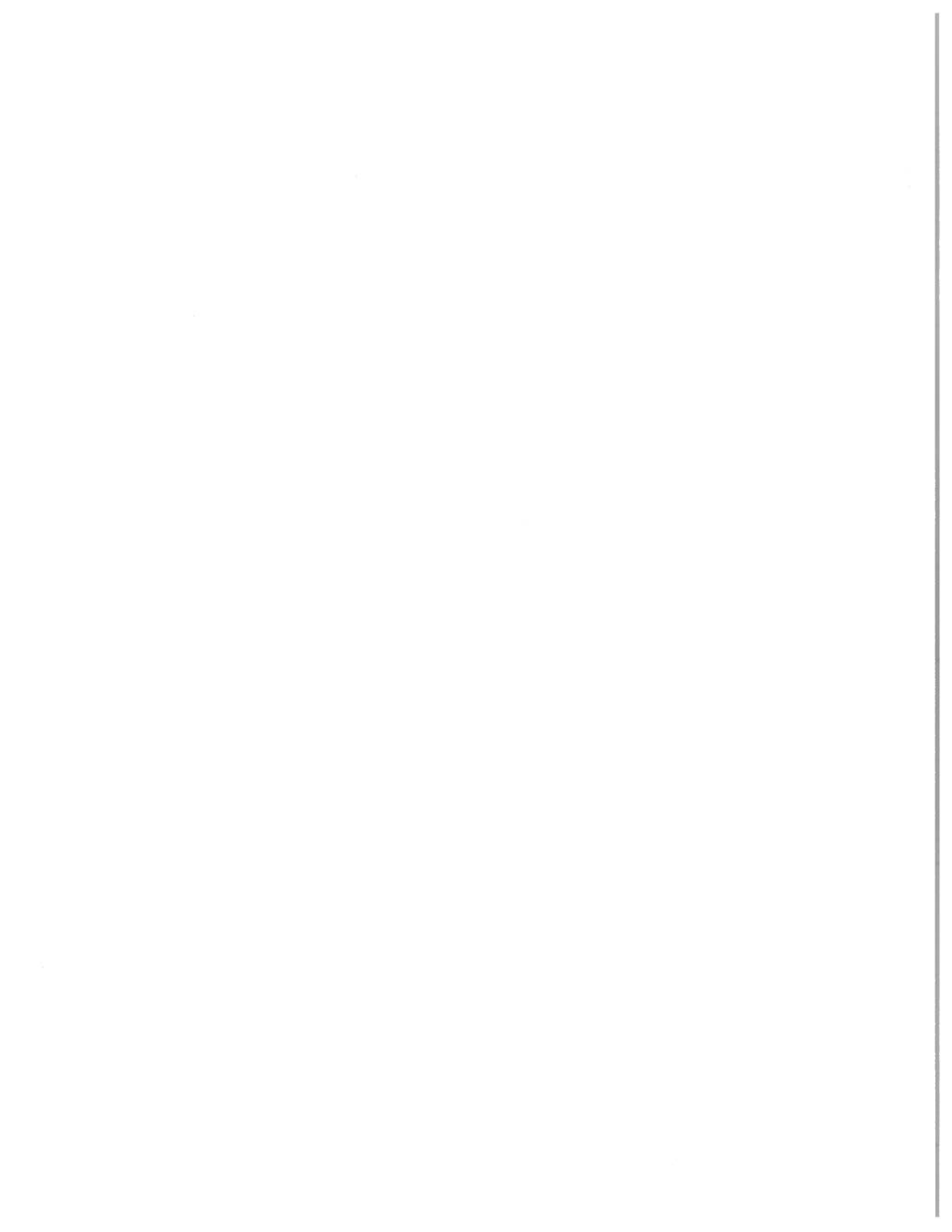
1. Policies and bylaws of the Board shall be subject to suspension for a specified purpose and limited time by:
 - A. A majority vote of all members of the Board in attendance at a meeting, and
 - B. Provided that prior notification of such a proposed suspension has been described in writing in the call of the meeting.
2. Policies of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a majority vote of all members of the Board when no such written notice has been given.
3. Bylaws of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a two-thirds votes of all members of the Board when no such written notice has been given.
4. Administrative regulations of the Board may be suspended for a specified purpose and limited time:
 - A. By the Superintendent, who shall give notice to the Board of the reason for the suspension and the time period of the suspension.
 - B. The Board may direct the Superintendent to suspend administrative regulations for a specified purpose and limited time upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed suspension has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

10-221 Boards of Education to prescribe rules, policies, and procedures.

Bylaw adopted: 2/12/98

Revised: 02/11/2016

Eastford Board of Education



**Series 9000
Bylaws**

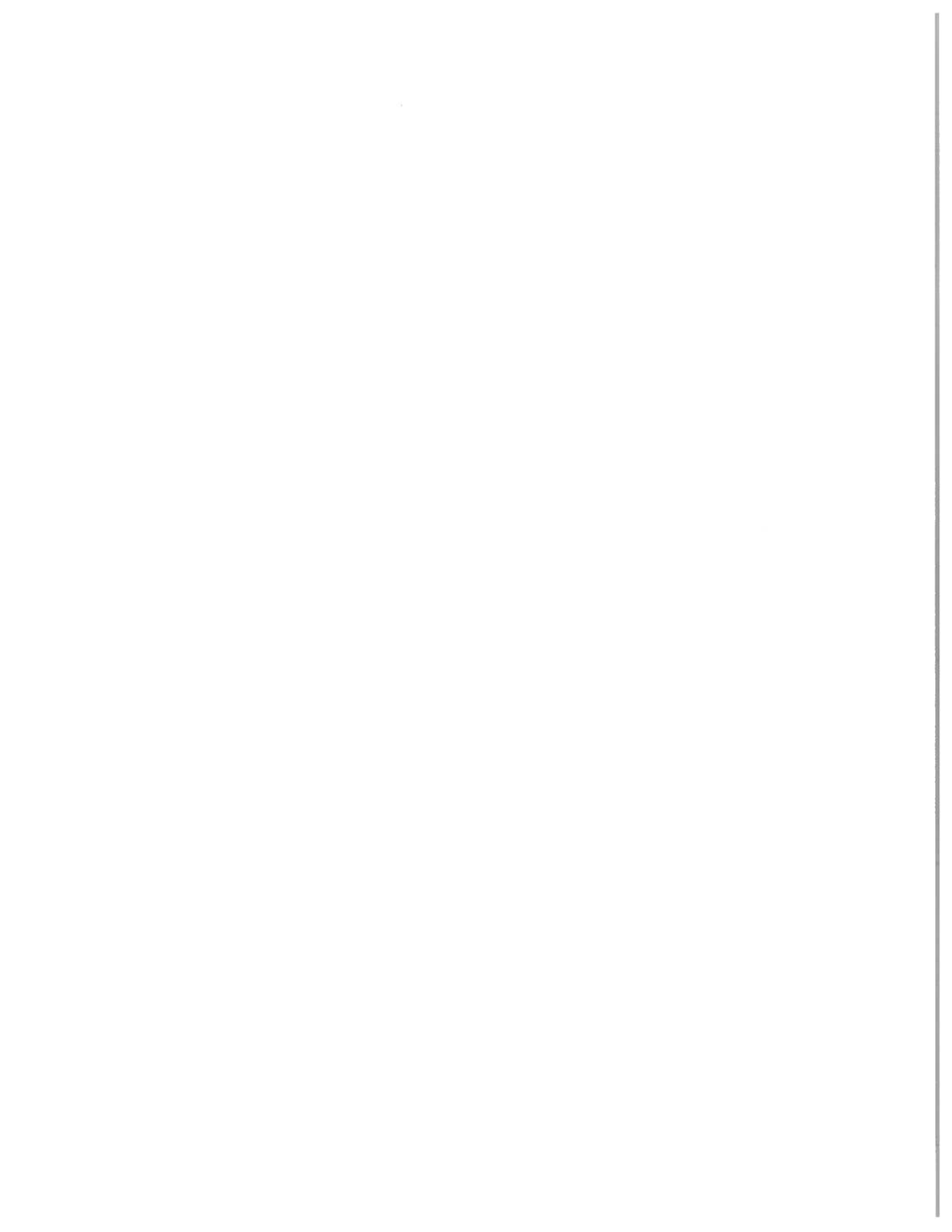
**SUSPENSION OF POLICIES, BYLAWS OR
ADMINISTRATIVE REGULATIONS**

1. Policies and bylaws of the _____ Board of Education (the "Board") shall be subject to suspension for a specified purpose and limited time by:
 - A. A majority vote of all members of the Board in attendance at a meeting, and
 - B. Provided that prior notification of such a proposed suspension has been described in writing in the call of the meeting.
2. Policies of the Board shall be subject to suspension for a specified purpose and limited time upon a majority vote of all members of the Board when no such written notice has been given.
3. Bylaws of the Board shall be subject to suspension for a specified purpose and limited time upon a two-thirds votes of all members of the Board when no such written notice has been given.
4. Administrative regulations of the Board may be suspended for a specified purpose and limited time:
 - A. By the Superintendent, who shall give notice to the Board of the reason for the suspension and the time period of the suspension.
 - B. The Board may direct the Superintendent to suspend administrative regulations for a specified purpose and limited time upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed suspension has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

ADOPTED: _____

REVISED: _____

10/20/2021



Series 9000

9321(a)

Bylaws

Time, Place, Notification of Meetings

Organizational Meeting. The Board of Education shall conduct its organizational meeting no earlier than two weeks after the municipal election. At this meeting Board officers shall be elected: chairperson, vice-chairperson, and secretary. If a chairperson and/or secretary are not chosen within one month after election results are certified, the selectmen shall choose such officers from the board membership. The organizational meeting shall be called to order by the current chairperson who will preside until his/her successor is chosen by a majority vote of the Board. In the absence of the chairperson, the vice-chairperson, or secretary in that order shall preside until a new chairperson is elected.

Election of officers shall be in writing and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting.

Upon his/her election the chairperson shall assume the chair and proceed with the election of other Board officers.

If the office of chairperson or secretary becomes vacant between organizational meetings, the vacancy shall be filled by a majority of the members of the Board present, at a meeting warned for that purpose, until the subsequent organizational meeting.

Regular Board Meetings. There shall be a regular meeting of the Board on the second Thursday of each month unless canceled or rescheduled by action of the Board. At its regular November meeting, the Board of education shall set the schedule of regular meetings for the subsequent calendar year; such schedule to be filed with the town clerk no later than 30 days prior to the first scheduled meeting of the following January. The schedule will include the date, time, and location of each meeting.

All regular meetings shall be open to the public and the press. Changes of regular meetings from normal dates shall be filed with the town clerk and publicized in accordance with requirements of the Freedom of Information Commission. Only items on the regular meeting agenda may be taken up by the Board unless a two-thirds vote of the Board approves additions to a regular meeting agenda.

Special Board Meetings. The chairperson of the Board may call a special meeting whenever he/she deems it necessary and must call a special meeting when requested to do so by three members of the Board. The vice-chairperson shall in the absence of the chairperson, or in his or her inability to act, have the powers of the chairperson to call special meetings as outlined herein; the secretary shall in the absence of the chairperson and vice-chairperson, or in their inability to act, have the powers of the chairperson to call special meetings as outlined herein.

Notice of special meetings of the board of Education shall be given at least 24 hours prior to the meeting by filing a notice of the time and place and the business to be conducted in the office of the town clerk; however, in case of emergency, any such special meeting may be held without complying with the foregoing requirement for the filing of notice, but a copy of the minutes of any

Bylaw adopted: 2/12/98

Revision approved: 2/9/06

Further revised: 1/9/14

Eastford Board of Education

Series 9000

9321(b)

Bylaws

Time, Place, Notification of Meetings (continued)

such special meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the town clerk not later than 72 hours following the holding of such meeting. In addition, such written notice delivered to the town clerk less than 24 hours in advance of the meeting must also be delivered to the residence of each board member, unless at, or prior to, the time the special meeting convenes a board member files with the town clerk or secretary of the board of education a written waiver of such notice.

In determining the time within which or by when a notice is required to be given, made available, posted or filed, Saturdays, Sundays, legal holidays, and any other day when the town clerk's office is closed shall be excluded.

Only business identified on the call of a special meeting shall be discussed or transacted by the Board at such special meeting.

Regular and Special Board Meetings. If at any point in the meeting the Board of Education should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.

Electronic Participation. The Board of Education allows electronic participation whenever there is communication by or to a quorum of the Board, whether the communication is in person or by means of electronic equipment. Meetings in which some Board members participate electronically are subject to the requirements of the Freedom of Information Act.

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

When a Board member participates electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Board Secretary will document it in the Minutes when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the

Bylaw adopted: 2/12/98

Revision approved: 2/9/06

Further revised: 1/9/14

Eastford Board of Education

Series 9000

9321(c)

Bylaws

Time, Place, Notification of Meetings (continued)

comments made. (Each part of the telephone conference call meeting shall be audible to the public at the location specified in the notice for the meeting. The location designated in the notice as the location of the meeting shall provide two-way communication during the entire telephone conference call and the identification of each party to the telephone conference call shall be clearly stated prior to the meeting.) The Superintendent will take measures to verify the identity of any remotely located participants.

The Board of Education authorizes that the Board Chairperson or presiding officer may allow Board members to participate electronically in a Board meeting if there is good cause why the Board members cannot attend in person and the request is received sufficiently in advance to allow a good quality electronic connection to be set up. Members who participate in a Board meeting through electronic means may be counted in the quorum. The location of the meeting must be in the normal location at Eastford Elementary School to allow the public to adequately monitor the meeting. Due to security concerns, electronic participation in closed executive sessions will not be permitted.

Reference: Connecticut General Statutes

1-200 (2) Definitions. "Meeting"

1-206 Denial of access to public records or meetings.

1-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3

1-227 Mailing of notice of meetings to persons filing written request.

1-228 Adjournment of meetings. Notice.

1-229 Continued hearings. Notice.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

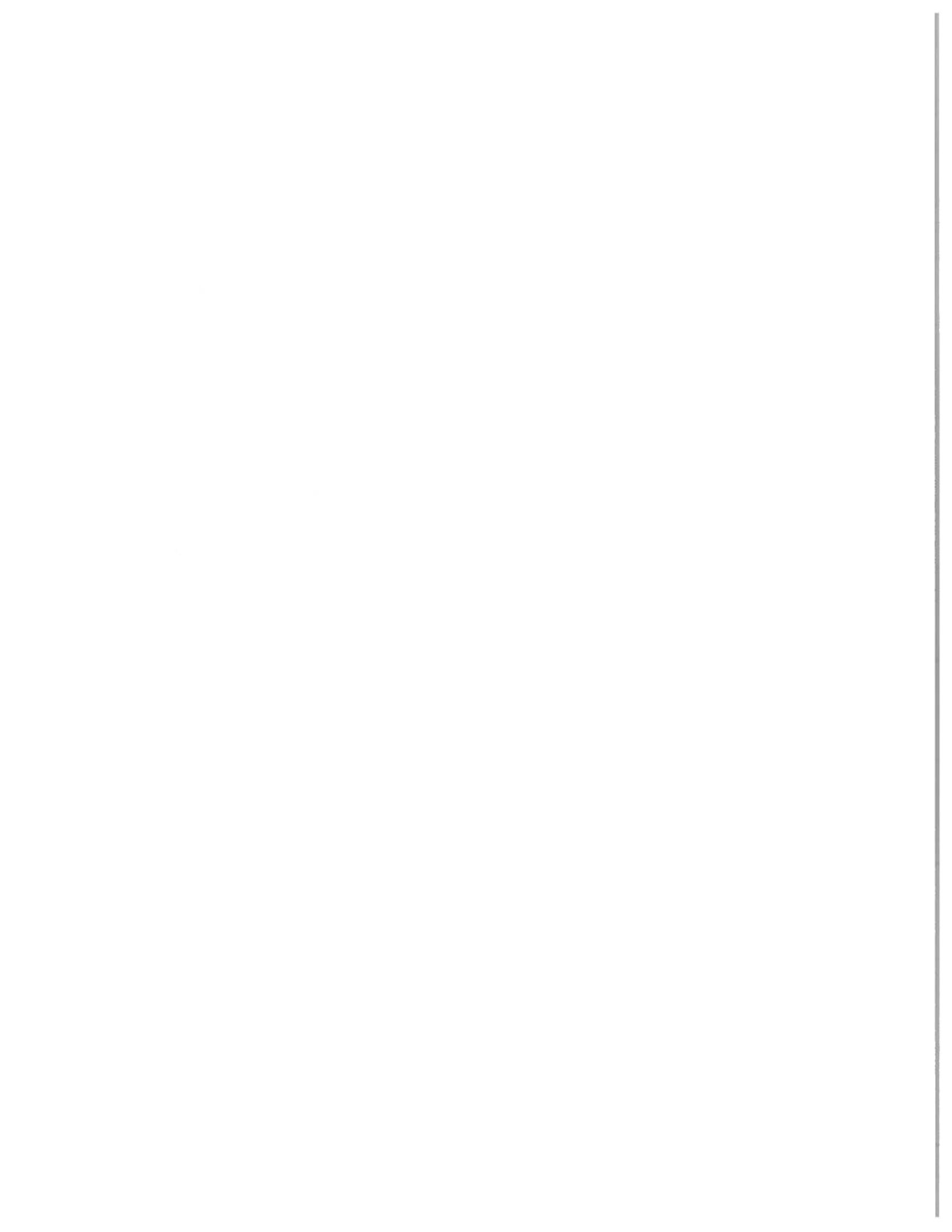
10-218 Officers. Meetings

Bylaw adopted: 2/12/98

Revision approved: 2/9/06

Further revised: 1/9/14

***Eastford Board of Education
Eastford, Connecticut***



TIME, PLACE AND NOTICE OF MEETINGS

1. Regular Meetings
 - A. The _____ Board of Education (the “Board”) shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.
 - B. In compliance with the Connecticut General Statutes, the Chairperson [or Secretary] shall file this calendar with the Town Clerk [*Regional School District Option: in the office of the Town Clerk of each municipal member of the school district*], and post this calendar on the Board’s Internet web site, if available, by November 30 [or other date falling on or before January 31].
 - C. Normally the Board shall schedule regular meetings on the _____ of each month of the year except _____, when the Board shall schedule no regular meetings.
 - D. If at any point in the meeting the Board should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.
 - E. **Effective July 1, 2021 until April 30, 2022**, if, in accordance with applicable law, the Board conducts a regular meeting by means of electronic equipment, the Board shall provide, at least forty-eight (48) hours before the meeting, direct notification in writing or by electronic transmission to each member of the Board and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment in the Administrative Offices of the Board, in the office of the Town Clerk [*Regional School District Option: in the office of the Town Clerk of each municipal member of the school district*], and on the Board’s Internet web site. Such notice shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law.
2. Special Meetings

- A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or within fourteen (14) days upon written request of three members of the Board.
 - B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member and to the Town Clerk *[Regional School District Option: to the Town Clerk of each municipal member of the school district]*, and has been posted on the Board's Internet web site, if available, twenty-four (24) hours before the time stated for the meeting to convene.
 - 1. **Effective July 1, 2021 until April 30, 2022**, if, in accordance with applicable law, the Board holds a special meeting conducted solely or in part by means of electronic equipment, notice of such meeting shall include whether the meeting will be conducted solely or in part by means of electronic equipment. If such meeting is to be conducted by means of electronic equipment, such notice shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.
 - C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk *[Regional School District Option: with the Town Clerk of each municipal member of the school district]* no later than seventy-two (72) hours following the holding of such a meeting.
3. Meeting Time and Place
- A. All regular meetings of the Board shall begin at _____ or as soon thereafter as a quorum is present and shall adjourn no later than _____ unless extended to a time certain by a two-thirds vote of the Board members present. All regular meetings of the Board shall be held in _____, unless otherwise ordered by the Board.
 - B. Special Meetings (non-emergency) of the Board shall be held at a time and place to be determined and announced in advance of meeting.

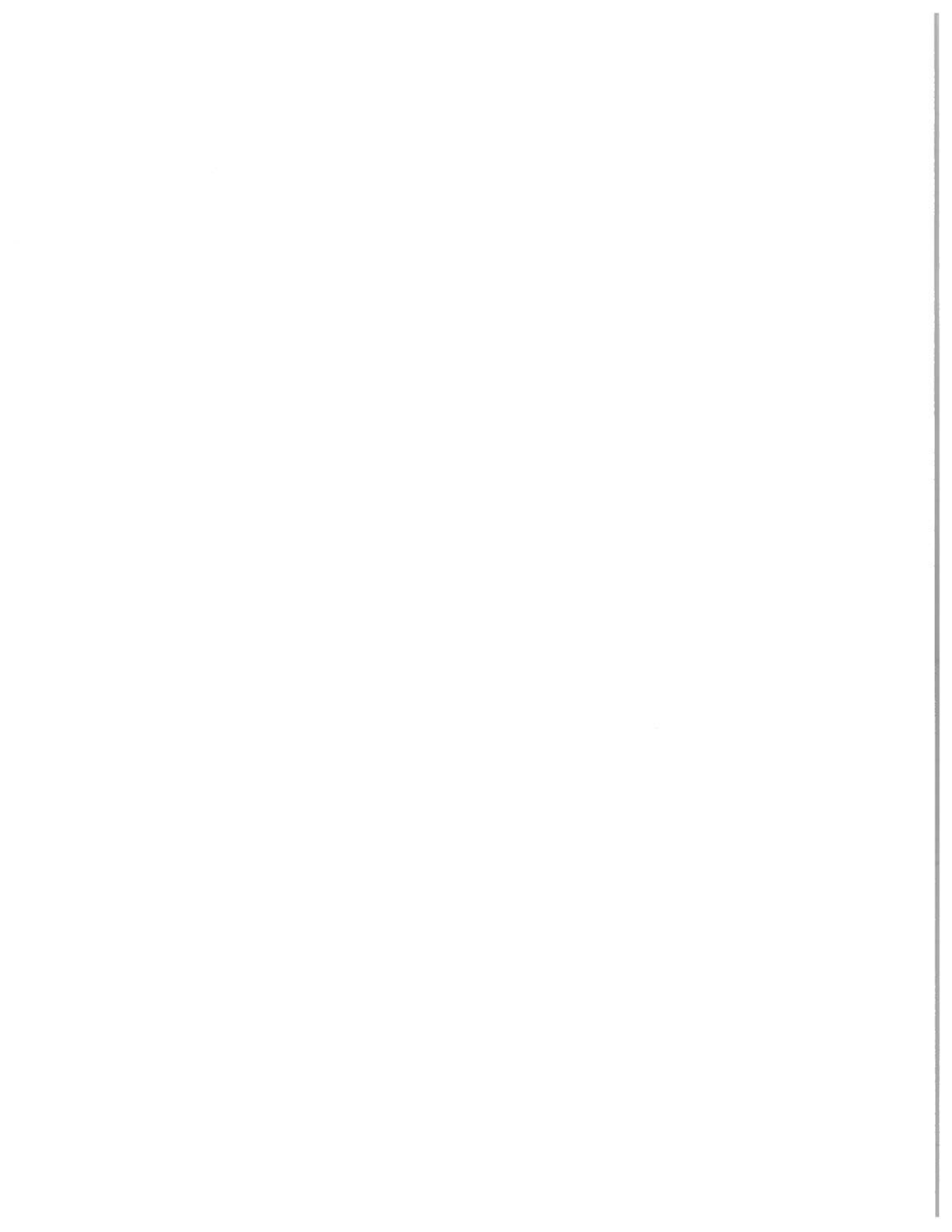
Legal References:
Connecticut General Statutes

June Special Session, Public Act No. 21-2, "An Act Concerning Provisions Related to Revenue and Other Items to Implement the State Budget for the Biennium Ending June 30, 2023."

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
- 1-228 Adjournment of meetings. Notice
- 1-229 Continued hearings. Notice
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution
- 7-3 Warning of town and other meetings
- 7-4 Record of warning
- 10-218 Officers. Meetings

ADOPTED: _____
REVISED: _____

10/18/2021



Series 9000

Bylaws

Public and Executive Session

1. Public Meetings

- A. All meetings of the Board of Education for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §1-225.
- B. As defined by statute, the term "meeting" shall not include: any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. The term "caucus" means a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision.

2. Executive Sessions

- A. The public may be excluded from meetings of the Board of Education which are declared to be executive sessions.
- B. Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:
 - (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open (public) meeting.
 - (2) Strategy and negotiations with respect to pending claims and litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.

Bylaw adopted: 2/12/98

Revised: 02/11/2016

Eastford Board of Education

Series 9000

Bylaws

Public and Executive Session

- (3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
- (4) Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
- (5) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

Legal References:

Connecticut General Statutes

- | | |
|-------|--|
| 1-200 | Definitions (Public Agency; Meetings; Person; Public Record; Executive Session) |
| 1-210 | Access to public record. Exempt records. |
| 1-225 | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. |
| 1-231 | Executive sessions. |

Bylaw adopted: 2/12/98

Revised: 02/11/2016

Eastford Board of Education

PUBLIC MEETINGS AND EXECUTIVE SESSION

1. Public Meetings

- A. All meetings of the _____ Board of Education (the "Board") for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §§ 1-225 and 1-200(6).
- B. As defined by statute, the term "meeting" shall not include: any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. The term "caucus" means a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision.

2. Executive Sessions

- A. The public may be excluded from Board meetings that are declared to be executive sessions.
- B. Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:
 - (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open (public) meeting.

- (2) Strategy and negotiations with respect to pending claims or pending litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.
- (3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
- (4) Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would adversely impact the price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
- (5) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

Legal References:

Connecticut General Statutes

- | | |
|-------|---|
| 1-200 | Definitions (Public Agency; Meeting; Caucus; Person; Public Records or Files; Executive Sessions) |
| 1-210 | Access to public records. Exempt records |
| 1-225 | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions |
| 1-231 | Executive sessions |

ADOPTED: _____

REVISED: _____

10/20/2021

Series 9000

Bylaws

Construction And Posting Of Agenda

1. Construction of Agenda
 - A. The Superintendent in cooperation with the Chairperson of the Board of Education shall prepare an agenda for each meeting.
 - B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda.
 - C. Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:
 - 1) Make their request in writing to the Secretary of the Board, with a copy of the request to the Superintendent of Schools.
 - 2) The Secretary of the Board will present the written request to the Board at its next regular meeting.
 - 3) If at least three [or, specify another number] Board of Education members agree to the additional agenda item, it will be placed on an agenda for a future regular meeting of the Board of Education.
 - 4) The Board of Education will decide at which future regular meeting date the item will appear on the agenda.
2. Posting of Agenda
 - A. At least twenty-four (24) hours prior to the time of the regular [or special] meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board of Education.
 - B. An agenda will be posted at [Town Hall and] the Administrative Offices of the Board of Education.
 - C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

Bylaw adopted: 2/12/98

Revised: 02/11/2016

Eastford Board of Education

Series 9000

Legal Reference: Connecticut General Statutes

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. (subsection (a) re agenda)

Bylaw adopted: 2/12/98
Revised: 02/11/2016

Eastford Board of Education

SHIPMAN

Series 9000 Bylaws

CONSTRUCTION AND POSTING OF AGENDA

I. Construction of Agenda

- A. The Superintendent in cooperation with the Chairperson of the Board of Education (the "Board") shall prepare an agenda for each meeting of the _____ Board .
- B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda. [*Optional: This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.*]
- C. If at least three Board members request in writing that an additional agenda item be placed on the Board's agenda, it will either be placed on the agenda or a special meeting of the Board will be scheduled within fourteen (14) days of the written request.

[Note: The following section is optional:

- D. **Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:**
 - 1) **Make their request in writing to the Secretary of the Board, with a copy of the request to the Superintendent of Schools.**
 - 2) **The Secretary of the Board will present the written request to the Board at its next regular meeting.**
 - 3) **The Board will decide at which future regular meeting date the item will appear on the agenda.]**

II. Posting of Agenda

- A. At least twenty-four (24) hours prior to the time of the regular [or special] meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board.

- B. An agenda will be posted at Town Hall, the Board’s Administrative Offices, and on the Board’s Internet web site.
- C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.
- D. **Effective July 1, 2021 until April 30, 2022**, if, in accordance with applicable law, the Board holds a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting, the agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting by means of electronic equipment or in person, as applicable and permitted by law. Any such agenda shall be posted in accordance with the provisions of Connecticut General Statutes Section 1-225.

Legal Reference:

Connecticut General Statutes

June Special Session, Public Act No. 21-2, “An Act Concerning Provisions Related to Revenue and Other Items to Implement the State Budget for the Biennium Ending June 30, 2023.”

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions

10-218 Officers. Meetings

ADOPTED: _____

REVISED: _____

10/15/2021

Series 9000

Bylaws

MEETING CONDUCT

1. Definitions

For purposes of this policy:

- A. "Electronic equipment" means any technology that facilitates real-time public access to meetings, including, but not limited to, telephonic, video, or other conferencing platforms.
- B. "Electronic transmission" means any form or process of communication not directly involving the physical transfer of paper or another tangible medium, which (A) is capable of being retained, retrieved, and reproduced by the recipient, and (B) is retrievable in paper form by the recipient.

2. Meeting Conduct

- A. Meetings of the Eastford Board of Education (the "Board") shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board and the provisions of law, including the Freedom of Information Act.
- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
- C. All regular and special Board meetings shall be guided by an agenda that will have been prepared and delivered in advance to all Board members and other designated persons and made available to the public in accordance with the Freedom of Information Act.
- D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.
- E. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meetings, the Chairperson may order the room cleared and continue in session.
 - 1. Only matters appearing on the agenda may be considered in such a session.

Policy Adopted: 2/12/98
Revised: 10/14/21

Eastford Board of Education

Series 9000

Bylaws

2. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any such session.
3. Nothing in these bylaws shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the meeting.

3. Smoking

- A. Smoking of any kind, including using an electronic nicotine or cannabis delivery system or vapor product, will not be permitted in any room in which a meeting of the Board is being conducted, nor during the time immediately prior to the meeting.
- B. When applicable, a sign notifying the public that no smoking is allowed in the room designated for the meeting will be prominently posted.

4. Procedures for Board Member Participation By Means of Electronic Equipment

- A. **Effective July 1, 2021 until April 30, 2022**, the Board shall provide Board members the opportunity to participate in meetings by means of electronic equipment, except that the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member's connection by electronic equipment, unless the member's participation is necessary to form a quorum. Conditions for participation are as follows:
 1. If a quorum of the Board members attends a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
 2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the physical location, if any, where the public is located.
 3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
 4. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call unless the vote is unanimous.

Policy Adopted: 2/12/98

Revised: 10/14/21

Series 9000

Bylaws

5. The minutes of the meeting shall record a list of Board members who attended the meeting in person and a list of Board members who attended the meeting by means of electronic equipment.

Any Board member who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.

- B. After April 30, 2022, Board member participation in meetings by means of electronic equipment shall be governed by all applicable laws, rules, regulations, and guidance, as appropriate, in effect at the time of such participation.
- C. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity for participation in Board discussion, including the opportunity to take the floor and make motions.

5. Procedures for Public Participation By Means of Electronic Equipment

Effective July 1, 2021 until April 30, 2022, the Board may hold a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting. If the Board allows for the public to participate by means of electronic equipment, it shall do so in accordance with the following procedures:

- A. Not less than forty-eight (48) hours before the Board conducts a regular meeting by means of electronic equipment, the Board shall provide direct notification in writing or by electronic transmission to each member of the Board, and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment, (a) in the Board's Administrative Offices; (b) in the office of the Town Clerk; and (c) on the Board's Internet web site, if any.
- B. Not less than twenty-four (24) hours prior to any such meeting, the Board shall post the agenda for any such meeting in the same manner as the notice of the meeting as set forth in Section 5.A.

Policy Adopted: 2/12/98

Revised: 10/14/21

Series 9000

Bylaws

- C. Such notice and agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law. Any such notice and agenda shall be posted in accordance with the provisions of Connecticut General Statutes § 1-225.
- D. If the Board holds a meeting, other than an executive session or special meeting, solely by means of electronic equipment:
 - 1. The Board shall provide any member of the public
 - a. upon a written request submitted not less than twenty-four (24) hours prior to such meeting, with a physical location and any electronic equipment necessary to attend such meeting in real-time, and
 - b. the same opportunities to provide comment or testimony and otherwise participate in such meeting that such member of the public would be accorded if such meeting were held in person, except that the Board is not required (i) to adjourn or postpone a meeting if a member of the public loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment, or (ii) to offer members of the public who attend a meeting by means of electronic equipment the opportunity for public comment, testimony, or other participation if the provision of such opportunity is not required by law for members of the public who attend such meeting in person.
 - 2. The Board shall not be required to adjourn or postpone the meeting if a member of the public loses the ability to participate because of an interruption, failure, or degradation of such person's connection to the meeting by means of electronic equipment.
 - 3. The Board shall ensure that such meeting is recorded or transcribed, excluding any portion of the meeting that is conducted in executive session. Such transcription or recording shall be posted on the Board's Internet web site and made available to the public to view, listen to, and copy in the Board's Administrative Offices not later than seven (7) days after the meeting and for not less than forty-five (45) days thereafter.

Policy Adopted: 2/12/98

Revised: 10/14/21

Eastford Board of Education

Series 9000

Bylaws

4. If a quorum of Board members attends a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.
- E. If the Board holds a special meeting and any portion of such meeting is to be conducted by means of electronic equipment, it must include in the notice of such meeting if the meeting will be conducted solely or in part by means of electronic equipment.
1. Not less than twenty-four (24) hours prior to such meeting, the Board shall post such notice and an agenda of the meeting in accordance with applicable law.
 2. If such meeting is to be conducted by means of electronic equipment, such notice and agenda shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.
- F. Any member of the public who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.
- G. Whenever a meeting being conducted by means of electronic equipment is interrupted by the failure, disconnection or, in the Chairperson's determination, unacceptable degradation of the electronic means of conducting a meeting, or if a Board member necessary to form a quorum loses the ability to participate because of the interruption, failure or degradation of such member's connection by electronic equipment, the Board may, not less than thirty (30) minutes and not more than two (2) hours from the time of the interruption or the Chairperson's determination, resume the meeting (1) in person, if a quorum is present in person, or (2) if a quorum is restored by means of electronic equipment, solely or in part by such electronic equipment.
1. In each case of resumption of such meeting, electronic access shall be restored to the public if such capability has been restored.
 2. The Board shall, if practicable, post a notification on its Internet web site and inform attendees by electronic transmission of the

Policy Adopted: 2/12/98

Revised: 10/14/21

Series 9000

Bylaws

expected time of resumption or of the adjournment or postponement of the meeting, as applicable, and may announce at the beginning of any meeting what preplanned procedures are in place for resumption of a meeting in the event of an interruption.

- H. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible, and if such person or group of persons is attending such meeting by means of electronic equipment, the Chairperson may terminate such person's or group of persons' attendance by electronic equipment until such time as such person or group of persons conforms to order or, if need be, until such meeting is closed.

6. Public Address

- A. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular [or special] meetings so designated for such purpose.

- (1) Five minutes may be allotted to each speaker and a maximum of fifteen minutes to each subject matter. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.
- (2) A Board member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.
- (3) No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
- (4) All speakers must identify themselves by name and address.

Legal References:

Connecticut General Statutes

June Special Session, Public Act No. 21-2, "An Act Concerning Provisions Related to Revenue and Other Items to Implement the State Budget for the Biennium Ending June 30, 2023."

Policy Adopted: 2/12/98

Revised: 10/14/21

Eastford Board of Education

Series 9000

Bylaws

June Special Session, Public Act No. 21-1, "An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis."

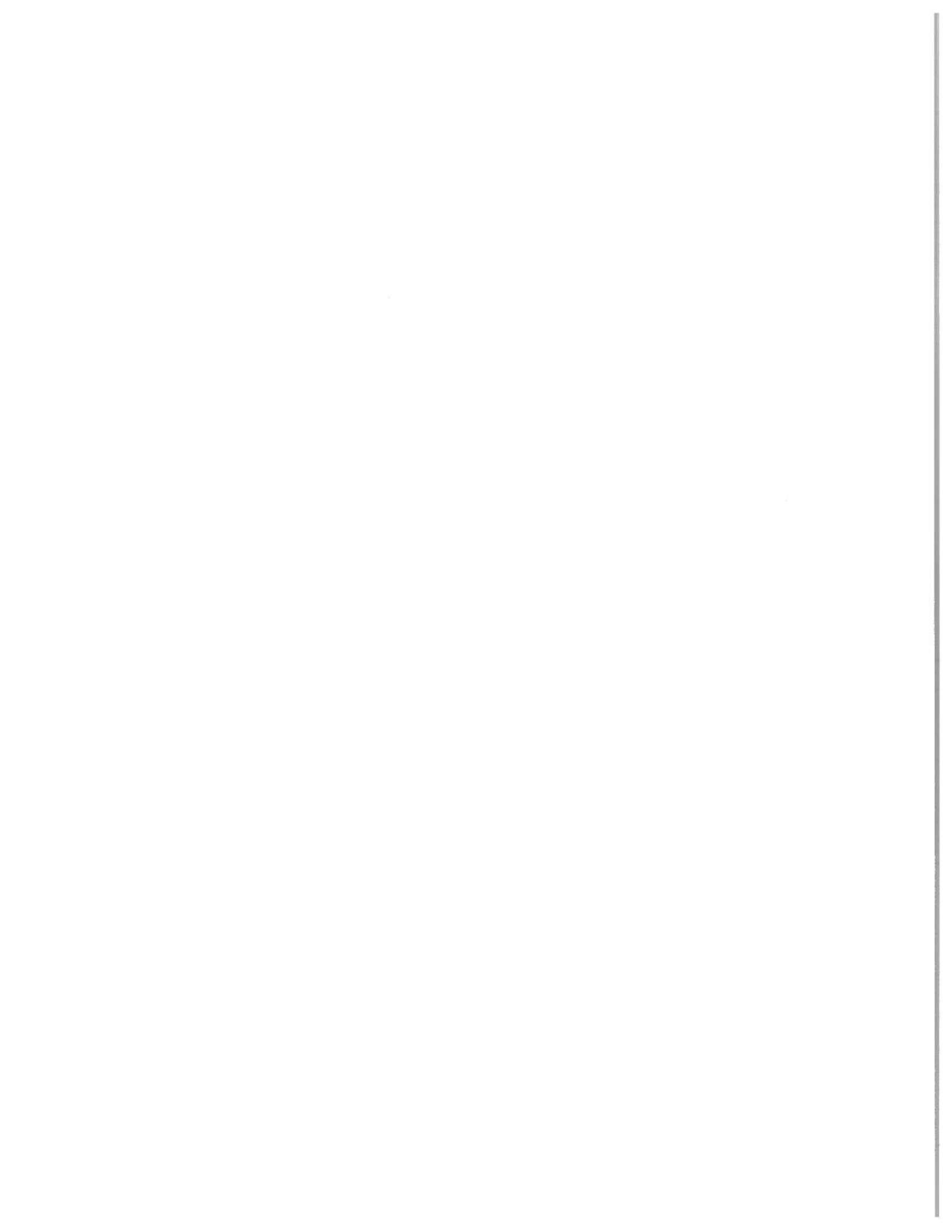
- 1-200 Definitions
 - 1-206 Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Petition for relief from vexatious requester. Service of process upon commission. Frivolous appeals. Appeal re state hazardous waste program records
 - 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
 - 1-232 Conduct of meetings
- 19a-342 Smoking prohibited. Exceptions. Signs required. Penalties

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

Policy Adopted: 2/12/98

Revised: 10/14/21

Eastford Board of Education



MEETING CONDUCT

1. Definitions

For purposes of this policy:

- A. “Electronic equipment” means any technology that facilitates real-time public access to meetings, including, but not limited to, telephonic, video, or other conferencing platforms.
- B. “Electronic transmission” means any form or process of communication not directly involving the physical transfer of paper or another tangible medium, which (A) is capable of being retained, retrieved and reproduced by the recipient, and (B) is retrievable in paper form by the recipient.

2. Meeting Conduct

- A. Meetings of the _____ Board of Education (the “Board”) shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board and the provisions of law, including the Freedom of Information Act.
- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
- C. All regular and special Board meetings shall be guided by an agenda that will have been prepared and delivered in advance to all Board members and other designated persons and made available to the public in accordance with the Freedom of Information Act.
- D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.
- E. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meetings, the Chairperson may order the room cleared and continue in session.
 - 1. Only matters appearing on the agenda may be considered in such a session.

2. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any such session.
3. Nothing in these bylaws shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the meeting.

3. Smoking

- A. Smoking of any kind, including using an electronic nicotine or cannabis delivery system or vapor product, will not be permitted in any room in which a meeting of the Board is being conducted, nor during the time immediately prior to the meeting.
- B. When applicable, a sign notifying the public that no smoking is allowed in the room designated for the meeting will be prominently posted.

4. Procedures for Board Member Participation By Means of Electronic Equipment

- A. **Effective July 1, 2021 until April 30, 2022**, the Board shall provide Board members the opportunity to participate in meetings by means of electronic equipment, except that the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member's connection by electronic equipment, unless the member's participation is necessary to form a quorum. Conditions for participation are as follows:
 1. If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
 2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the physical location, if any, where the public is located.
 3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
 4. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous.

5. The minutes of the meeting shall record a list of Board members who attended the meeting in person and a list of Board members who attended the meeting by means of electronic equipment.

Any Board member who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.

- B. **After April 30, 2022**, Board member participation in meetings by means of electronic equipment shall be governed by all applicable laws, rules, regulations, and guidance, as appropriate, in effect at the time of such participation.
- C. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity for participation in Board discussion, including the opportunity to take the floor and make motions.

[Note: Boards that do not wish to provide for public participation by means of electronic equipment may elect not to include this section. However, Boards should be prepared to accommodate any changes necessitated by pandemic-related conditions in the event such conditions warrant a return to fully remote Board meetings.]

5. Procedures for Public Participation By Means of Electronic Equipment

Effective July 1, 2021 until April 30, 2022, the Board may hold a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting. If the Board allows for the public to participate by means of electronic equipment, it shall do so in accordance with the following procedures:

- A. Not less than forty-eight (48) hours before the Board conducts a regular meeting by means of electronic equipment, the Board shall provide direct notification in writing or by electronic transmission to each member of the Board, and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment, (a) in the Board's Administrative Offices; (b) in the office of the Town Clerk ***[Regional School District Option: in the office of the Town Clerk of each municipal member of the school district]***; and (c) on the Board's Internet web site, if any.

- B. Not less than twenty-four (24) hours prior to any such meeting, the Board shall post the agenda for any such meeting in the same manner as the notice of the meeting as set forth in Section 5.A.
- C. Such notice and agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law. Any such notice and agenda shall be posted in accordance with the provisions of Connecticut General Statutes § 1-225.
- D. If the Board holds a meeting, other than an executive session or special meeting, solely by means of electronic equipment:
 - 1. The Board shall provide any member of the public
 - a. upon a written request submitted not less than twenty-four (24) hours prior to such meeting, with a physical location and any electronic equipment necessary to attend such meeting in real-time, and
 - b. the same opportunities to provide comment or testimony and otherwise participate in such meeting that such member of the public would be accorded if such meeting were held in person, except that the Board is not required (i) to adjourn or postpone a meeting if a member of the public loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment, or (ii) to offer members of the public who attend a meeting by means of electronic equipment the opportunity for public comment, testimony, or other participation if the provision of such opportunity is not required by law for members of the public who attend such meeting in person.
 - 2. The Board shall not be required to adjourn or postpone the meeting if a member of the public loses the ability to participate because of an interruption, failure, or degradation of such person's connection to the meeting by means of electronic equipment.
 - 3. The Board shall ensure that such meeting is recorded or transcribed, excluding any portion of the meeting that is conducted in executive session. Such transcription or recording shall be posted on the Board's Internet web site and made available to the public to view, listen to, and copy in the Board's Administrative Offices not later than seven (7) days after the meeting and for not less than forty-five (45) days thereafter.

4. If a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.
- E. If the Board holds a special meeting and any portion of such meeting is to be conducted by means of electronic equipment, it must include in the notice of such meeting if the meeting will be conducted solely or in part by means of electronic equipment.
1. Not less than twenty-four (24) hours prior to such meeting, the Board shall post such notice and an agenda of the meeting in accordance with applicable law.
 2. If such meeting is to be conducted by means of electronic equipment, such notice and agenda shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.
- F. Any member of the public who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.
- G. Whenever a meeting being conducted by means of electronic equipment is interrupted by the failure, disconnection or, in the Chairperson's determination, unacceptable degradation of the electronic means of conducting a meeting, or if a Board member necessary to form a quorum loses the ability to participate because of the interruption, failure or degradation of such member's connection by electronic equipment, the Board may, not less than thirty (30) minutes and not more than two (2) hours from the time of the interruption or the Chairperson's determination, resume the meeting (1) in person, if a quorum is present in person, or (2) if a quorum is restored by means of electronic equipment, solely or in part by such electronic equipment.
1. In each case of resumption of such meeting, electronic access shall be restored to the public if such capability has been restored.
 2. The Board shall, if practicable, post a notification on its Internet web site and inform attendees by electronic transmission of the expected time of resumption or of the adjournment or

postponement of the meeting, as applicable, and may announce at the beginning of any meeting what preplanned procedures are in place for resumption of a meeting in the event of an interruption.

- H. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible, and if such person or group of persons is attending such meeting by means of electronic equipment, the Chairperson may terminate such person's or group of persons' attendance by electronic equipment until such time as such person or group of persons conforms to order or, if need be, until such meeting is closed.

[Note: The following section is optional:

6. Public Address

A. *The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular [or special] meetings so designated for such purpose.*

(1) *_____ minutes may be allotted to each speaker and a maximum of _____ minutes to each subject matter. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.*

(2) *A Board member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.*

(3) *No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.*

(4) *All speakers must identify themselves by name and address.]*

Legal References:

Connecticut General Statutes

June Special Session, Public Act No. 21-2, "An Act Concerning Provisions Related to Revenue and Other Items to Implement the State Budget for the Biennium Ending June 30, 2023."

June Special Session, Public Act No. 21-1, "An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis."

- 1-200 Definitions
- 1-206 Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Petition for relief from vexatious requester. Service of process upon commission. Frivolous appeals. Appeal re state hazardous waste program records
- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
- 1-232 Conduct of meetings

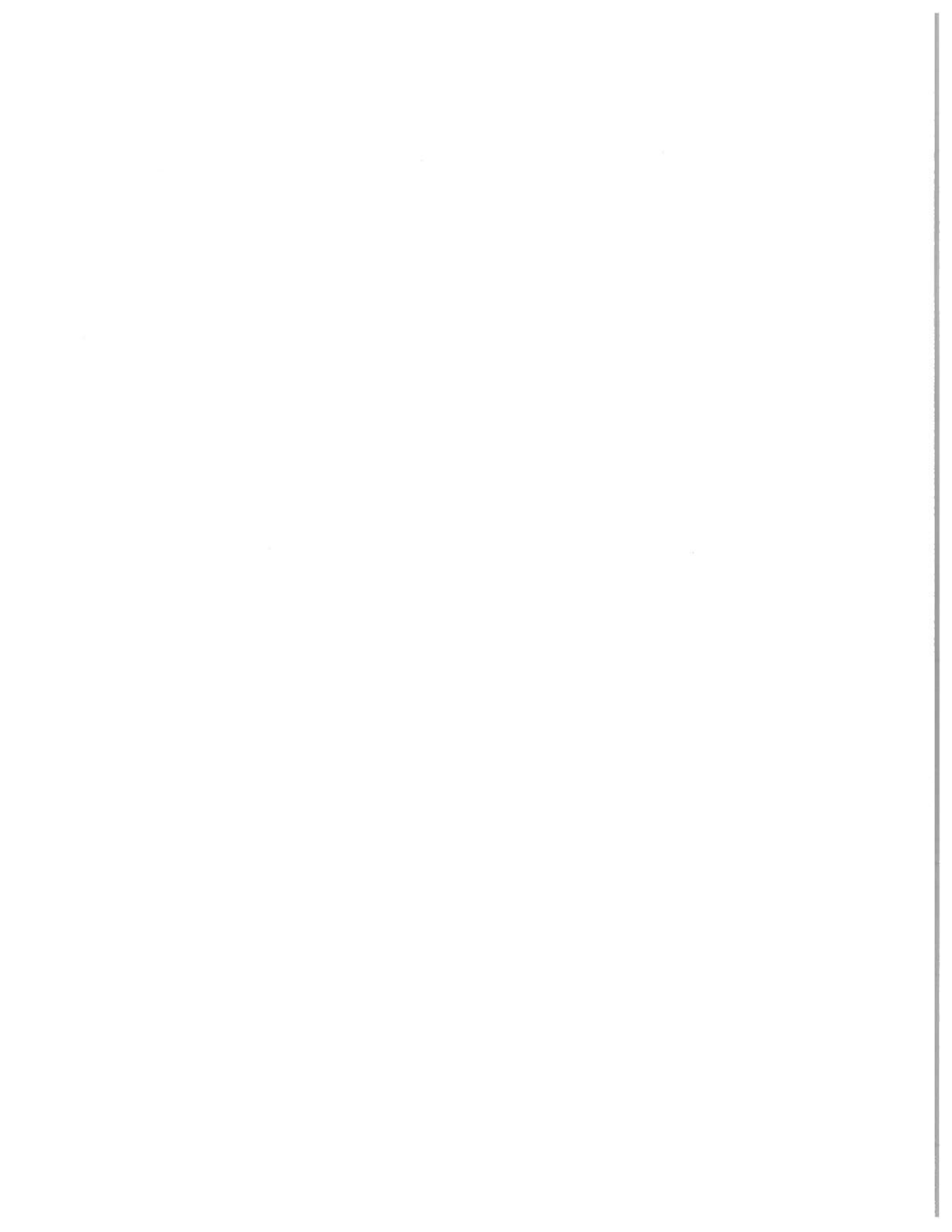
- 19a-342 Smoking prohibited. Exceptions. Signs required. Penalties

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

ADOPTED: _____

REVISED: _____

8/12/2021



Series 9000

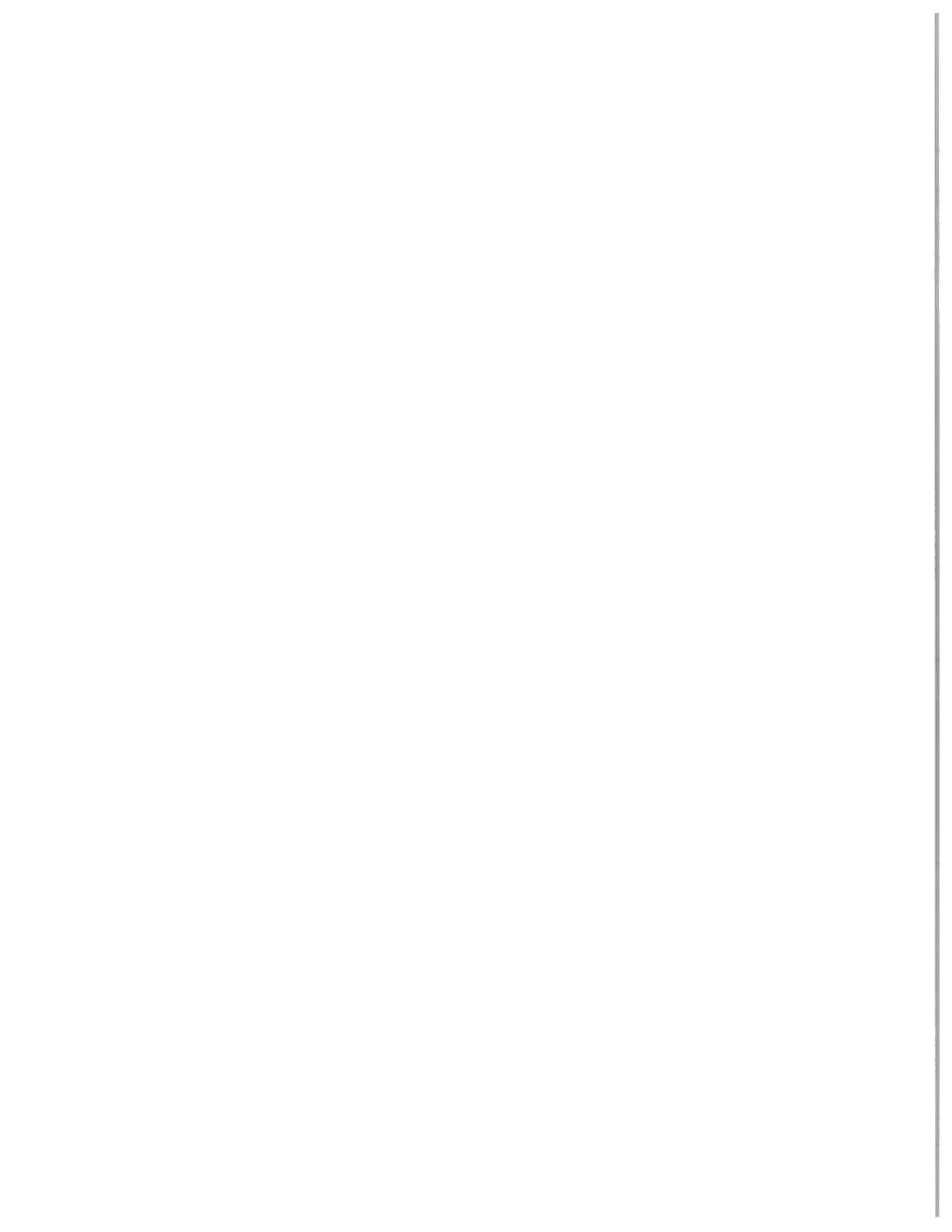
Bylaws

Quorum And Voting Procedures

1. Quorum:
 - A. The majority of all members of the Board shall be necessary to constitute a quorum for the transaction of business.
2. Voting Procedures:
 - A. No member can vote on a question in which he/she has a direct personal or pecuniary interest.
 - B. Members may vote for themselves for any office or other position.
 - C. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.
 - D. A member may abstain from voting (with the knowledge that the effect is the same as if he/she had voted on the prevailing side).
 - E. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.
 - F. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.

Bylaw adopted: 2/12/98
Revised: 02/11/2016

Eastford Board of Education



Series 9000
Bylaws

QUORUM AND VOTING PROCEDURES

1. Quorum:
 - A. The majority of all members of the _____ Board (the “Board”) shall be necessary to constitute a quorum for the transaction of business.
 - B. **Effective July 1, 2021 until April 30, 2022**, if, in accordance with applicable law, the Board provides Board members the opportunity to participate in meetings by means of electronic equipment, the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member’s connection by electronic equipment, unless the member’s participation is necessary to form a quorum. If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
 - C. **Effective July 1, 2021 until April 30, 2022**, if, in accordance with applicable law, the Board holds a meeting solely by means of electronic equipment, and if a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.
2. Voting Procedures:
 - A. No member can vote on a question in which the Board member has a direct personal or pecuniary interest.
 - B. Members may vote for themselves for any office or other position.
 - C. While it is the duty of every member who has an opinion on a question to express it by vote, a Board member cannot be compelled to do so.
 - D. A member may abstain from voting (with the knowledge that the effect is the same as if the Board member had voted on the prevailing side).
 - E. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.

- F. Board members shall have the opportunity to explain their votes, with the explanation to be recorded in the minutes.
- G. **Effective July 1, 2021 until April 30, 2022**, any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous.

ADOPTED: _____

REVISED: _____

10/18/21

Series 9000

9326

Bylaws

Order of Business

The order of business on the agenda for the first regular meeting of the Board of Education each month shall normally be as follows:

- I. Call to Order
- II. Pledge of Allegiance
- III. Student of the Month
- IV. Citizen Participation
- V. Approval of Minutes
- VI. Correspondence, Communications
- VII. Committee Reports
- VIII. Superintendent Report/Recommendations
- IX. Principal Report
- X. Director of Special Education Report
- XI. Unfinished Business
- XII. New Business
- XIII. Additional Agenda Items
- XIV. Financial Reports
- XV. Citizen Participation
- XVI. Executive Session
- XVII Adjournment

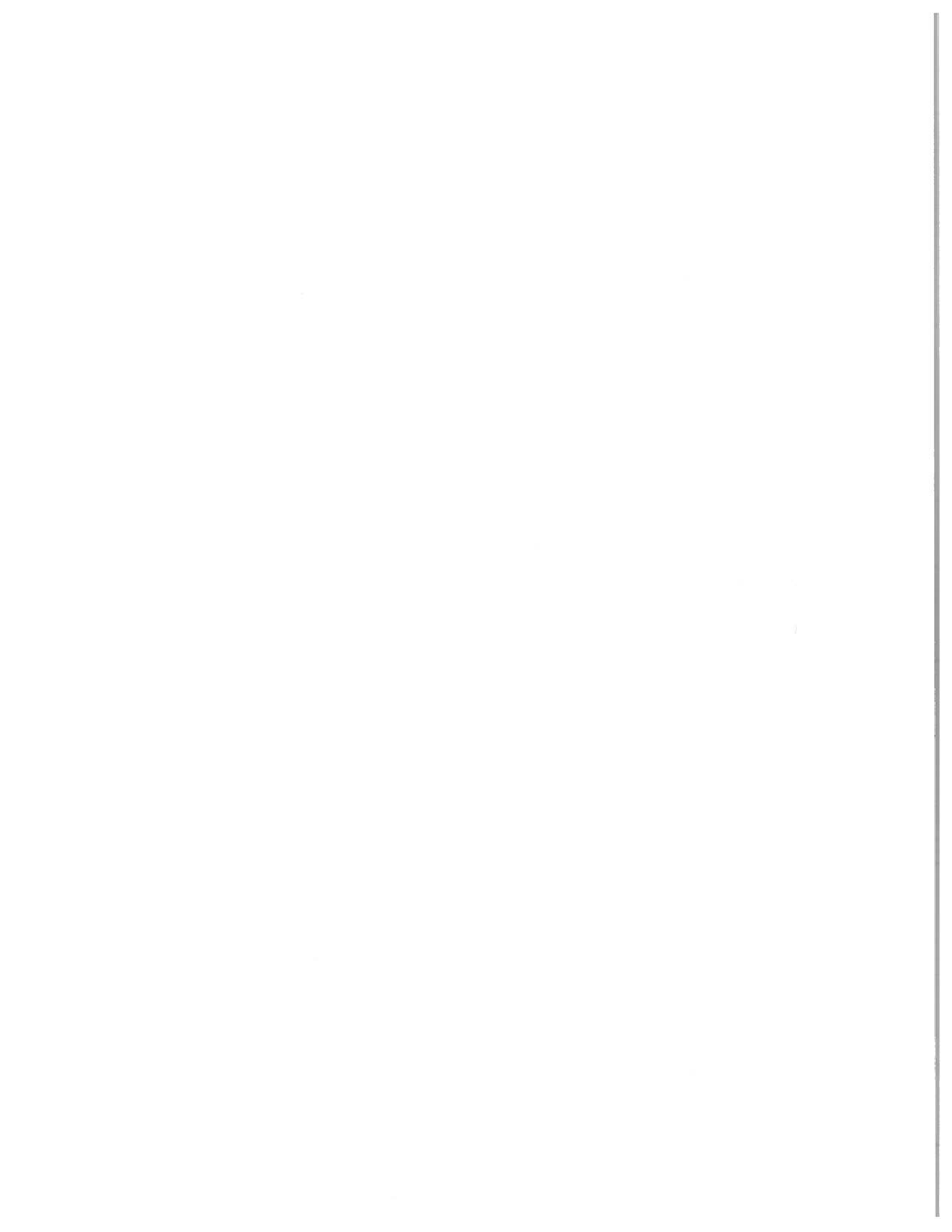
Legal Reference: Connecticut General Statutes

1-21h Conduct of meetings

Bylaw adopted: 2/12/98

Bylaw revised: 5/11/09

Eastford Board of Education



Bylaws

Minutes

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designated for said purpose.
3. The minutes shall constitute the official records of proceedings of the Board of Education and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
 - A. The time, place and date of each meeting.
 - B. The names of those members in attendance.
 - C. The disposition of all matters on which action was recommended.
 - D. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
 - E. All decisions concerning future meetings and agendas.
 - F. By request, a brief statement of a Board member may be included.
5. A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection and posted on the Board's website, if available, not later than seven days of the date of the meeting to which they refer, however, the Board shall not be required by law to post such minutes on an Internet website. Should the Board decide to make minutes available on the Board's website, it shall do so at the sole discretion of the Board.

[Note: The posting of minutes to a website is optional and at the discretion of the Board.]

Legal Reference:

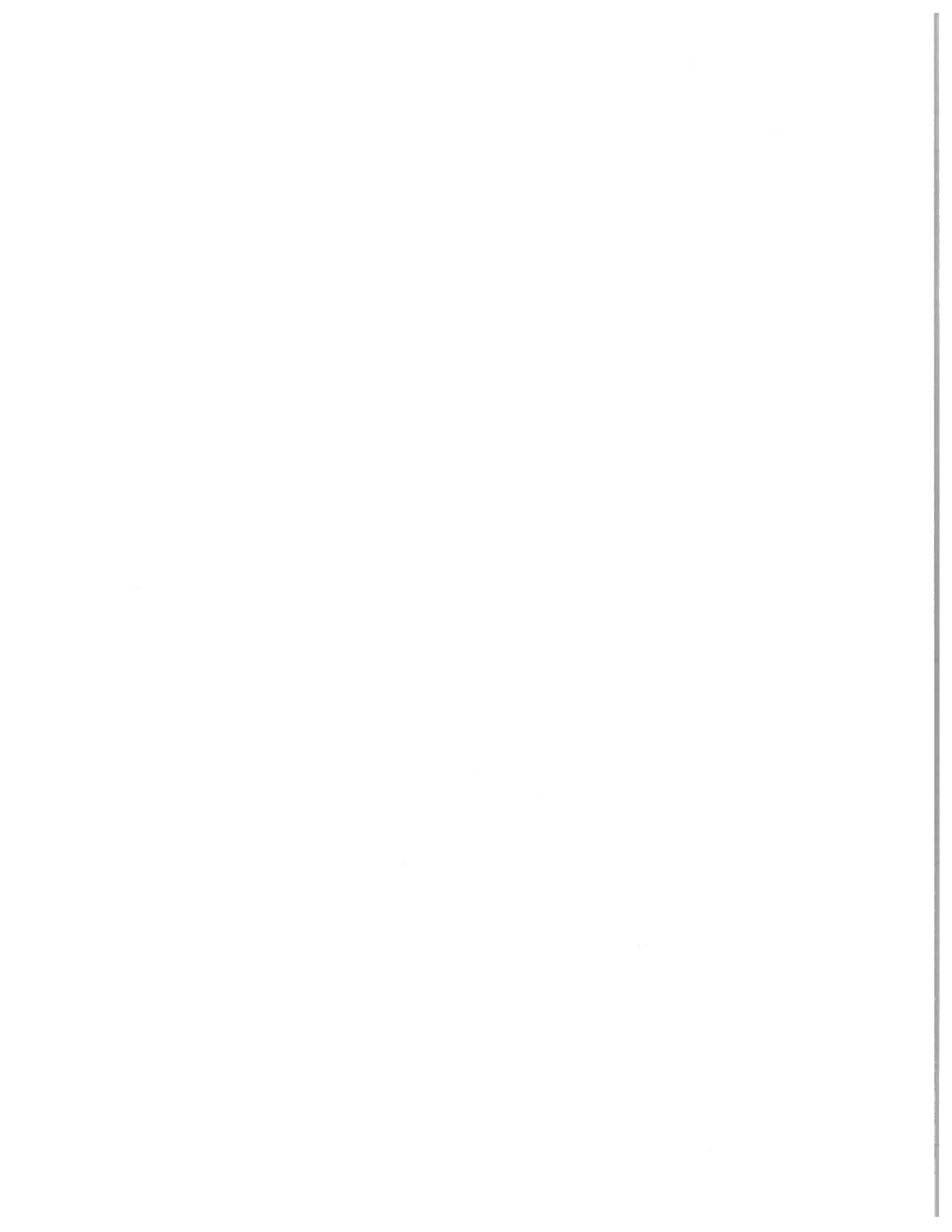
Connecticut General Statutes

- 1-225 Meetings of government agencies to be public.
Recording of votes.

Bylaws adopted: 2/12/98

Revised: 02/11/2016

Eastford Board of Education



**Series 9000
Bylaws**

MINUTES

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designated for said purpose.
3. The minutes shall constitute the official records of proceedings of the _____ Board of Education (the "Board") and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
 - A. The time, place and date of each meeting.
 - B. The names of those members in attendance.
 - C. The disposition of all matters on which action was recommended.
 - D. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
 - E. All decisions concerning future meetings and agendas.
 - F. By request, a brief statement of a Board member may be included.
5. A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection and posted on the Board's Internet web site, if available, not later than seven days of the date of the meeting to which they refer, however, the Board shall not be required by law to post such minutes on an Internet web site. Should the Board decide to make minutes available on the Board's Internet web site, it shall do so at the sole discretion of the Board.

[Note: The posting of minutes to a website is optional and at the discretion of the Board.]
6. **Effective July 1, 2021 until April 30, 2022**, if, in accordance with applicable law, the Board conducts a meeting in which one or more Board members attend by means of electronic equipment, the minutes of the meeting shall record a list of

Board members that attended the meeting in person and a list of members that attended the meeting by means of electronic equipment.

Legal Reference:

Connecticut General Statutes

June Special Session, Public Act No. 21-2, "An Act Concerning Provisions Related to Revenue and Other Items to Implement the State Budget for the Biennium Ending June 30, 2023."

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions

ADOPTED: _____

REVISED: _____

10/18/2021

Bylaws

Board/School System Records

School district records shall be available to the public except that the following categories of records shall not be disclosed:

1. Preliminary drafts or notes from staff, administration, and Board of Education provided the public interest in withholding such documents clearly outweigh the public interest in disclosure; not exempted are any interagency or interagency memoranda or letters, advisory opinions, recommendations or any report comprising part of the process by which district decisions and policies are formulated unless such documents are still subject to revision prior to submission to or discussion among District personnel or the Board of Education;
2. Personnel or medical files and similar files the disclosure of which would constitute an invasion of personal privacy;
3. Records of law enforcement agencies not otherwise available to the public if the records were compiled in connection with the detection or investigation of crime and if such disclosure would result in:
 - a. the identity of informants not otherwise known;
 - b. information to be used in a prospective law enforcement action if prejudicial to such action;
 - c. investigator techniques not otherwise known to the general public;
 - d. arrest records of a juvenile;
 - e. the name and address of a victim of sexual assault or of an attempt thereof;
 - f. uncorroborated allegations subject to later destruction.
4. Records pertaining to strategy and negotiations with respect to pending claims or pending litigation;
5. Trade secrets, which are defined as unpatented, secret, commercially valuable plans, applicants, formulas, or processes, which are used for the making, preparing, compounding, treating or processing of articles or materials which are trade commodities obtained from a person and which are recognized by law as confidential, and commercial or financial information given in confidence, not required by law obtained from the public;
6. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examinations;

Bylaw adopted: 2/12/98

Eastford Board of Education

Bylaws

Board/School System Records (continued)

7. Contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by an agency relative to the acquisition of property or to prospective public supply and construction contracts, until the property has been acquired or all proceedings or transactions have been terminated or abandoned; the law of eminent domain shall not be affected by this provision;
8. Statements of personal worth or personal financial data required by a licensing agency and filed by an applicant with such licensing agency to establish his/her personal qualification for the license, certificate, or permit applied for;
9. Records, reports and statement of strategy or negotiations on collective bargaining;
10. Records, tax returns, reports, and statements exempted by federal law or state statutes or communications privileged by attorney-client relationship;
11. Names or addresses of students enrolled in any public school or college without the consent of each student whose name or address is to be disclosed who is 18 years of age or older and a parent or guardian of each student who is younger than 18 year of age, provided this shall not be construed as prohibiting the disclosure of the names or addresses of students enrolled in any public school wherein the student resides for the purpose of verifying tuition payments made to such schools.
12. Information obtained by illegal means;
13. Records of an investigation or the name of an employee providing information under CGS 4-61dd ("*whistleblower*" statute);
14. Adoption records and information;
15. Any page of a primary petition, nominating petition, referendum petition, or petition for a town meeting until required processing of such page has been completed by the officials responsible, after which disclosure of such page shall be required.

Records other than those outlined in 1-15 above shall be available for prompt public inspection during regular office or business hours at regular offices and business places.

Any person applying in writing shall receive promptly a plain or certified copy of any public record, including those non-exempt records on computer disks or tapes, at a cost to be determined by the superintendent of schools in accordance with provisions of CGS 1-15.

Bylaw adopted: 2/12/98

Eastford Board of Education

Series 9000

9330 (c)

Bylaws

Board/School System Records (continued)

If a request is for a record deemed not to be a public record (those excluded by this policy), the person requesting such record shall be notified in writing by the Superintendent or designee that the request is denied with the reason for the denial.

(cf. 4115, 4215 Personnel Records)

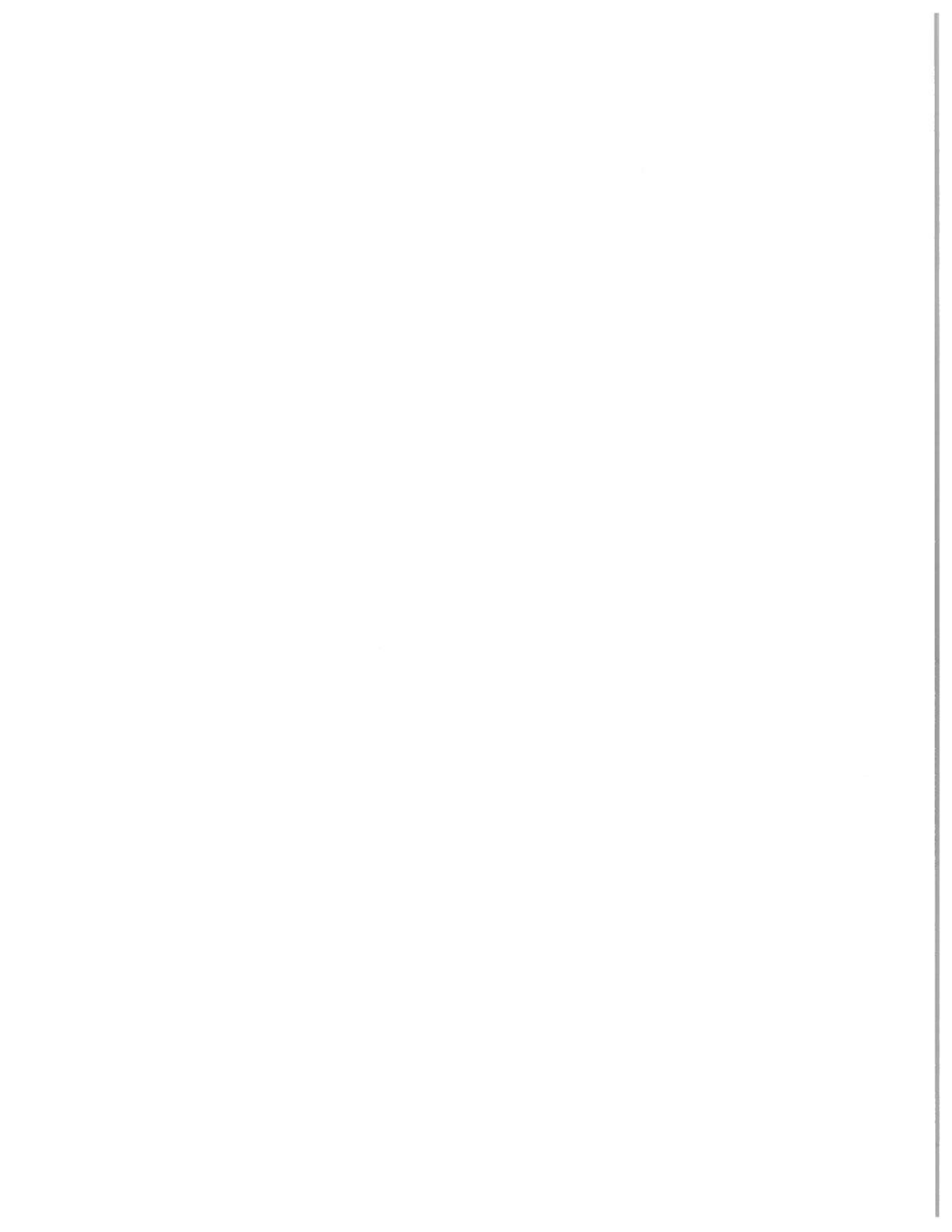
(cf. 5125 Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes

- 1-15 Application for copies of public records; Certified copies. Fees.
- 1-18a Definitions.
- 1-19 Access to public records. Exempt records.
- 1-19a Disclosure of computer-stored public records...
- 1-19b Agency Administration. Disclosure of personnel, birth, and tax records. Judicial records and proceedings.
- 1-20a Public Employment contracts as public record. Objection to disclosure of personnel or medical files.
- 1-20b Record of an arrest as public record.
- 1-21c Mailing of notice of meetings to persons filing written request. Fees.
- 1-21i Denial of access of public records of meetings. Appeals. Notice. Orders. Civil Penalty. Service of process upon commission. Frivolous appeals.
- 10-15b Access of parent or guardians to student's records. Inspection and subpoena of school or student records.
- 10-154a Professional communication between teacher/ nurse & student. Surrender of physical evidence obtained from students.
- 10-209 Records not to be public. (medical or psychological examination records)

Bylaw adopted: 2/12/98

Eastford Board of Education



Series 9000

9350

Bylaws

Board of Education Hearings

The Board of Education shall hold a public hearing when so petitioned by one percent of the electors of the district, or fifty such electors, whichever is greater, with signatures of the electors verified by the town clerk. Such public hearings must be called for a time and place designated by the Board, not later than three weeks after receipt by the Board of such petition.

Legal Reference: Connecticut General Statutes

10-238 Petition for hearing by board of education.

Bylaw adopted: 2/12/98

Eastford Board of Education

