

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 9300
Board Meetings**

Policy 9310

MEETING CONDUCT

1. Meeting Conduct
 - A. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board.
 - 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 which will have been prepared and delivered in advance to all Board members and other designated persons.
 - D. Except as otherwise provided by law, by regulation of the State Department of Education, or by these bylaws, Robert's Rules of Order shall govern the proceedings of the Board, unless a majority of the Board present and voting shall vote otherwise.

2. Procedures for Telephonic Participation
 - A. Board members may participate in meetings telephonically under the conditions set forth herein. When such conditions are met, any Board member participating telephonically shall not be counted for the purpose of constituting a quorum. Conditions for participation are as follows:
 1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;
 2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and

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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.
 - B. When a Board member is participating in a meeting telephonically, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating telephonically has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.
3. Public Address
 - A. Board meetings are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings but are meetings held in public.
 - B. The Board may permit any individual or group to address the Board concerning any item on the Board's regular meeting agenda, except complaints regarding school personnel.
 - (1) No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
 - (2) All speakers must identify themselves by name and address.
4. Broadcasting and Taping of Meetings
 - A. While the Board is mindful of the importance of full media coverage, it must be able to conduct its business with a minimum of distraction.
 - B. The media, including but not limited to reporters and cameras, shall be as inconspicuous as possible during meetings and shall handle their functions in such a manner as not to disturb the Board's proceedings.

Legal References:

Connecticut General Statutes

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| 1-200 | Definitions |
| 1-206 | Denial of access of public records or meeting. Notice. Appeal. |
| 1-225 | Meetings of government agencies to be public. |

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1-232 Conduct of meetings. (re: disturbances)

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

ADOPTED: *December 9, 2008*

REVISED: _____