

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Bylaws of the Board

9325.2

Order of Business and Meeting Conduct

This policy generally describes the items to be discussed and actions to be taken at Board Meetings. The sequence of the agenda is defined below:

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Fire Evacuation Announcement
5. Roll Call
6. Board Guests
7. Superintendent's Reports
8. Audiences
9. Board Members' Comments
10. Unfinished Business
11. New Business
12. Board Committee Reports
13. Liaison Reports
14. Approval of Minutes
15. Approval of Accounts and Payroll
16. Correspondence & Board Communications
17. Executive Session
18. Adjournment

Type of Meeting

Define whether this is a regularly scheduled meeting where agenda items can be added; a special meeting or an Emergency meeting where only those items listed on the agenda may be discussed.

Place of Meeting

Location or method of meeting.

1. Call to Order:

The Chair declares the meeting started.

2. Moment of Silence:

A moment of silence lacks any specific religious formulation, and therefore it will be presented as a way of creating reflection and respect without endorsing any particular religion.

3. Pledge of Allegiance:

All individuals in attendance are invited to recite the Pledge of Allegiance.

4. Fire Evacuation Announcement:

A fire/safety announcement must be made after the meeting is called to order. This is required for any public meetings held per fire regulations.

Order of Business and Meeting Conduct (continued)

- 5. Roll Call:** Recording Secretary conducts attendance.
- 6. Board Guests:** The Board will receive invited guests (individuals and/or groups) who have been invited to attend the meeting by the Board. These invitations may be related to recognition awards, presentations to the Board, or consultant reports to the Board.
- 7. Superintendents' Report:** During this portion of the meeting, the Superintendent or his/her designee will report to the Board items listed on the agenda or of interest concerning the school system or education in general.
- 8. Audience:** Board meetings are held to conduct the Boards' business in public and are not meetings with the public. Nevertheless, the Board does welcome public comment as it represents an opportunity for the public to express views to the Board on matters within the Board's authority. Any resident or taxpayer of Enfield, employee of the Board, or stakeholder in our school system may address the Board here. Those who wish to speak will be requested to sign in prior to this period of the meeting. In order to move efficiently and maintain proper decorum, the following conditions apply:
- a) All speakers must identify themselves by full legal name and their relationship to the district. Four (4) minutes will be allotted to each speaker.
 - b) While it is not the Board's intent to stifle public comment, speakers are expected to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by their comments.
 - c) No disorderly conduct shall be permitted at any Board meetings. Persistence in this type of manner shall be grounds for summary termination, by the chairperson, of that person's privilege of address.

Order of Business and Meeting Conduct (continued)

- d) No oral presentation shall include charges or complaints against any specific employee or student of Enfield Public Schools regardless of whether the person is identified in the presentation by name or by another unique reference that tends to identify an individual. All charges or complaints shall be submitted as outlined in Board Policy #1312 (Public Complaints).
- e) This portion of the meeting will be limited to one (1) hour unless extended by majority vote of the Board.

9. Board Members' Comments:

During this portion of the meeting any Board Member may bring up verbal communications they have received, communicate ideas or concerns to other Board Members and/or the Administration, or any one member may request that an item be placed on a future agenda for reaction by the Administration and/or discussion by the Board. With the permission of the Chair, the Superintendent, or designee, may answer Board Members' questions and/or concerns. In order to move efficiently and maintain proper decorum, Board Members shall:

- a) speak when recognized,
- b) not interrupt each other or engage in disruptive side conversations,
- c) minimize unnecessary repetition,
- d) speak respectfully,
- e) address agenda/committee items under their specific agenda item only,
- f) value equal time and participation of all Board Members.

10. Unfinished Business:

In this portion of the meeting those agenda items left over from previous meetings are discussed and/or acted upon.

Order of Business and Meeting Conduct (continued)

- 11. New Business:** In this portion of the meeting new items to be discussed and/or acted upon are handled. Additional items may be added to regular meetings as prescribed by Board Policy #9323 (Construction of the Agenda).
- 12. Board Committee Reports:** During this portion of the meeting each Chairperson or designee of each Committees of the Board will report on the significant activities of these committees. When a Board Committee submits their final report to the Board during this portion of the meeting, the report may be discussed during this time, and the Board may act to accept or reject the report during this portion of the meeting. Unless extended by majority vote of the Board, each individual committee shall be allotted fifteen (15) minutes to make their report.
- 13. Liaison Reports:** During this portion of the meeting, liaisons to the various district facilities and organizations will offer a brief report on the significant activities of these groups.
- 14. Approval of Minutes:** The Board acts on the minutes of prior meeting(s) as outlined in Board Policy #9326 (Minutes).
- 15. Approval of Accounts and Payroll:** During this portion of the meeting, the Board's Finance Committee reports on the amount of expenditures during previous periods and the Board acts upon this report.
- 16. Correspondence and Board Communications:** The Secretary reads, or highlights letters and petitions received by the Board or members of the Board that are of general interest to the community.
- 17. Executive Session:** During this portion of the meeting only the Board and those individuals the Board requests to attend are present. Only those matters listed on the agenda and permitted by the Freedom of Information Act (i.e., personnel, negotiations, pending litigation, real estate, etc.) are discussed.
- 18. Adjournment:** The End of the Meeting. This will be no later than 10:00 PM (local time) unless the Board is in Executive Session or by majority vote.

Order of Business and Meeting Conduct (continued)

Procedural issues not defined in this, or other Board Policies will be determine by Federal, State or Local Statutes if addressed there or the most current edition of Robert's Rules of Order.

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Policy Revised: May 9, 2023

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