

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Bylaws of the Board

9325.3

Meeting/Parliamentary Procedures

All Board meetings will be conducted according to parliamentary procedure detailed in the current edition of Robert's Rules of Order except as modified below:

Recognition of Members

Board members are not required to “rise” from their seats to obtain the floor. A member wishing to speak may simply address the Chair and ask for recognition.

Approval of Minutes

Rules requiring the reading of minutes are permanently suspended. Approval of the minutes requires the Chair to inquire whether members have additions or corrections to the subject minutes. If none are forthcoming, the Chair asks for a motion to accept the minutes. If there are corrections and/or additions, the motion is made to accept the minutes as changed. The motion is seconded, and a vote taken (See Other Methods of Voting below)

Roll Call Vote

Board minutes shall reflect how each member votes on each motion. All motions, except those noted below, will be decided by roll call vote. At the appropriate time for voting, the Chair directs the recording clerk to call the roll. Each member shall clearly respond “yes” “no” or “abstain” to register his/her vote. At the conclusion, the Recording Clerk will announce the result.

Other Methods of Voting

Other methods of voting, such as a simple voice vote or by show of hands shall suffice for the following routine motions:

1. to accept minutes;
2. to accept the reports of accounts and payroll;
3. to recess;
4. to go into executive session;
5. to adjourn the meeting; and
6. to add agenda items.

In each of these actions, the Chair will comply with parliamentary procedure and at the appropriate time call for a vote and determine which method will be used. The Chairperson shall announce the result and the Recording Clerk will record each members' votes.

Meeting/Parliamentary Procedures

Legal Reference: Connecticut General Statutes 1-200 Definitions.
 1-206 Denial of access of public records or meetings. Notice Appeal.
 1-210 Access to public records.
 1-226 Recording, broadcasting or photographing meetings.
 19a-342 Smoking prohibited in certain places. Signed required. Penalty.
 1-231 Executive sessions.
 1-232 Conduct of meetings (re disturbances).
 10-224 Duties of the Secretary.

Bylaw adopted by the Board: October 24, 2017
Policy Revised: March 12, 2024