

**WESTPORT BOARD OF EDUCATION
POLICY COMMITTEE**

NOTICE OF SPECIAL MEETING

AGENDA

(Agenda Subject to Modification in Accordance with Law)

PUBLIC SESSION:

8:00 a.m. Westport Town Hall Room 307

DISCUSSION:

1. First reading and discussion of the following bylaws:
 - 9010 Duties of the Board, *pages 1-4*
 - 9012 Role of Board and Board Members, *pages 5-11*
 - 9030 Commitment to Democratic Principles in Relation to Community, Staff, Students, *pages 13-14*
 - 9121, 9122, 9123 Duties of Officers, *pages 15-22*
 - 9130 Committees, *pages 23-29*
 - 9210 Terms of the Office/Oath of Office, *pages 31-34*
 - 9221 Filling Vacancies, *pages 35-39*
 - 9270 Conflict of Interest, *pages 41-44*
 - 9280 Reimbursement of Board Member Expenses, *pages 45-48*
 - 9290 Removal Of Officers, *pages 49-53*
 - 9300 Transaction of Business/Methods of Operation, *pages 55-57*
 - 9311 Formulation, Adoption, Amendment, or Deletion of Policies, *pages 59-63*
 - 9312 Formulation, Adoption, Amendment, or Deletion of Bylaws, *pages 65-66*
 - 9313 Formulation, Adoption, Amendment, or Deletion of Regulations, *pages 67-68*
 - 9314 Suspension of Policies, Bylaws, or Administrative Regulations, *pages 69-70*
 - 9320 Meetings, *pages 71-73*
 - 9321 Time, Place, and Notification of Meetings, *pages 75-79*
 - 9322 Public and Executive Sessions, *pages 81-86*
 - 9324 Construction and Posting of Agenda, *pages 87-90*
 - 9325.2 Order of Business, *pages 91-92*
 - 9325.3 Meeting Conduct/Parliamentary Procedures, *pages 93-102*
 - 9325.4 Quorum and Voting Procedures, *pages 103-105*
 - 9326 Minutes, *pages 107-110*
 - 9326.1 Taping/Recording Board Meetings, *pages 111-113*
 - 9327 Electronic Mail Communications, *pages 115-117*
2. Other policy business

ADJOURNMENT

Bylaws of the Board

Duties of the Board

State statute charges the Board of Education to "maintain good elementary and secondary schools" and to "give all the children of the town as nearly equal advantages as practical." In carrying out this duty, the Board is directed to serve the interests of the State as well as those of the Town.

To assist in determining the interests of the Town, the Board will be receptive to community opinion on local educational matters. However, the Board cannot delegate to local individuals or groups its authority for establishing educational policy and its control of the schools.

The Board of Education will base its actions on the welfare of the students. In so doing, it will endeavor to secure maximum educational benefit for every dollar spent.

The following guidelines will govern the activities of the Board:

1. Board members will never use their position on the Board for personal gain.
2. Board members must understand that their primary responsibility is to establish policy.
3. The local school district has been created as a unit of the state government. This means that a local Board is responsible both to the local community and to state government. The Board of Education member is a state official functioning at a local level.
4. All Board members will abide by the principle of majority rule.
5. Board members should make no promise of commitments on school questions unless they are fully discussed and acted upon in the Board meeting.
6. The individual Board member has no authority when the Board is not in session unless authorized by the Board.
7. The local Board of Education should function independently of other local government bodies, except as provided by state law and town charter.
8. Board members will recognize that authority rests only with the whole board assembled in meeting, and will make no personal promises nor take any private action which may compromise Board.
9. Board members will acknowledge that the Board represents the entire school community, and a member will refuse to surrender his or her independent judgment to special interest or partisan political groups.
10. Board members will respect the confidentiality of executive session.
11. Board members will arrive at conclusions only after discussing all aspects of the issue at hand with other board members in meeting. Opinions of Board members with differing points of view will be respected.
12. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools, nor as an individual command the services of any school employee.

Legal Reference: Connecticut General Statutes

[10-220](#) Duties of Boards of Education

[10-232](#) Restrictions on employment of members of the Board of Education.

Charter, Town of Westport

C7-2, Powers and Duties

Bylaw adopted by the Board: May 13, 2002

*This Code of Ethics was adopted by the CABA Board of Directors
on April 17, 1997 as a model for school Boards.*

Bylaws of the Board

Code of Ethics

The success of every school system depends on an effective working relationship between the Board of Education and Superintendent of Schools. This code incorporates those standards and responsibilities most critical to productive Board and Superintendent relations.

- Boards members and Superintendents ensure the opportunity for high quality education for every student and make the well being of students the **fundamental goal** of all decision-making and actions.
- Board members and Superintendents are **staunch advocates** of high quality free public education for **all** Connecticut children.
- Board members and Superintendents **honor all** national, state and local laws and regulations pertaining to education and public agencies.
- Board members and Superintendents recognize that **clear** and **appropriate communications** are key to the successful operation of the school district.
- Board members and Superintendents will always carry out their respective roles with the highest levels of **professionalism, honesty** and **integrity**.
- Board members recognize that they represent the **entire** community and that they must ensure that **the** community remains fully informed on school-related matters.
- Superintendents and Board members recognize that the Superintendent serves as the Board of education's **agent** and will, in that role, **faithfully apply** the policies and contracts adopted by the Board.
- Board members adhere to the principle that they shall confine the Board's role to **policy-making, planning** and **appraisal** while the Superintendent shall **implement** the Board's policies.
- Board members and Superintendents both recognize that they serve as a part of an educational team with **mutual respect, trust, civility** and **regard** for each other's respective roles and responsibilities.
- Board members are committed to the concept that the strength of the Superintendent is in being the **educational leader** of the school district.
- Board members and Superintendents practice and promote **ethical behavior** in the **Boardroom** as a **model** for all district employees.
- Board members and Superintendents consider and decide all issues **fairly** and **without bias**.

(cf. [2000.1](#) - Board-Superintendent Relationship)

(cf. [2300](#) - Statement of Ethics for Administrators)

Bylaw adopted by the Board:

**Series 9000
Bylaws**

TRANSACTION OF BUSINESS

- A. The Board shall transact all business at a legal meeting of the Board.
- B. The Board shall act as a whole entity, except that a committee created in accordance with these bylaws may act on matters before it in conformity with the committee's purpose or charge.
- C. Individual members shall make no commitments for the Board or issue orders for the Board, except when executing an assignment delegated by the Board.
- D. The Board shall concern itself with questions of educational policy, and not with administrative details of the district's operations.

ADOPTED: _____

REVISED: _____

July, 2010

Bylaws of the Board

Responsibilities and Functions of the Board

By state statute, the Board of Education has “charge of the schools of the town.” The Board is specifically empowered to enter into contracts, employ the Superintendent of schools and the school staff, and “prescribe rules for the management, studies, classification and discipline” of the schools, including the adult education program. For these purposes its functions may be classified under the headings of finance, plant, staff, community relations, administration, student welfare, special services, instruction, and program extensions.

In exercising these powers the Board of Education functions as a policy-making and planning agency, relying on the school staff for the administration and implementation of the policies and plans. To ensure the Board of competent professional advice and to promote maximum staff understanding and commitment, the Board will consult fully with the professional staff in these matters. The Board will also negotiate with duly recognized staff organizations matters concerning their salaries and other benefits, as required by law.

The Superintendent of Schools is the chief educational advisor, executive advisor and executive officer of the Board of Education. In all matters coming before the Board it will seek the Superintendent’s recommendations before reaching decisions. The Board delegates to the Superintendent the authority to appoint certified staff below the rank of Principal and non-certified staff.

Legal Reference: Connecticut General Statutes

[10-220](#) Duties of boards of education

[10-221](#) Boards of education to prescribe rules.

Bylaw adopted by the Board: May 13, 2002

Bylaws of the Board

Legal Responsibilities of Board of Education

The Board of Education shall have authority to take all action necessary or advisable to meet its responsibilities under state statute and Town Charter including but not limited to the following:

1. To annually establish, with the Superintendent of Schools, educational priorities for the school district.
2. Create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
3. To elect a Superintendent of Schools in accordance with state statutes.
4. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
5. To determine the number, classification, duties and remuneration of employees.
6. To establish policy for employment, promotion and dismissal of personnel in accordance with state statutes.
7. To provide for the appraisal of the performance of personnel.
8. To initiate and approve the acquisition and disposition of school sites and to initiate and approve plans for school buildings.
9. To consider any specific recommendations made by the Superintendent of Schools.
10. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
11. To consider, revise and adopt any changes in the curriculum.
12. To take any other actions required or permitted by law.
13. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - (a) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
 - (b) the school district shall finance at a reasonable level an educational program designed to achieve this end;
 - (c) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds;
 - (d) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.
14. To maintain a safe school setting and shall, in accordance with the statutes, maintain records of allegations, investigations, and reports that a child has been abused or neglected by a school employee, as defined in C.G.S. 53a-65)

Legal Reference: Connecticut General Statutes

[53a](#)-65 Definitions

[10](#)-220 Duties of boards of education. (as amended by PA 11-93)

Bylaw adopted by the Board:

Bylaws of the Board

Board-Related Responsibilities

In order to assure that its operations support the schools in providing all students with a high quality education, the Board of Education hereby establishes as its goals:

1. to work closely with the community to ensure that Board actions and performance reflect the concerns and aspirations of the community;
2. to identify the educational needs and aspirations of the community, and to transform such needs and aspirations into policies aimed at stimulating the students and the learning process;
3. to provide leadership in order that the goals and objectives of the school system, as set forth by the Board, can be effectively carried out;
4. to employ a Superintendent capable of ensuring that the district maintains a position to an outstanding school system and that school personnel carry out the policies of the Board with energy and dedication;
5. to formulate Board policies which best serve the educational interests of students and provide the Superintendent with sufficient and adequate guidelines for implementation;
6. to develop and provide data useful to the planning evaluation, organization and execution of Board management functions;
7. to perform all Board functions and operations in conformity with state, federal and local laws, rules, and regulations; and
8. to evaluate the Board's performance in relation to these goals, and to establish and clarify policies based upon the results of such evaluation.

Legal Reference: Connecticut General Statutes

[10-186](#) Duties of local and regional boards of education

[10-220](#) Duties of boards of education

[10-221](#) Boards of education to prescribe rules

Bylaw adopted by the Board:

**Series 9000
Bylaws**

ROLE OF BOARD AND MEMBERS

1. General Duties

- A. The Board of Education represents the residents of the Town in carrying out the mandates of the General Statutes pertaining to education.
- B. The Board of Education shall determine all questions of general policy to be employed in the conduct of the schools.
- C. In determining school policy it shall:
 - (1) hear and consider facts and recommendations,
 - (2) adopt a plan, policy or course of action, and
 - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

2. Specific Powers and Duties

The Board of Education shall have authority to take all action necessary or advisable to meet its responsibilities under state statute [and Town Charter] including but not limited to the following:

- A. Create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect a Superintendent of Schools in accordance with state statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.
- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the state statutes.

- F. To provide for the appraisal of the efficiency of personnel.
- G. To initiate and approve the acquisition and disposition of school sites, to initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
- J. To consider, revise and adopt any changes in the curriculum.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - (1) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
 - (2) the school district shall finance at a reasonable level an educational program designed to achieve this end;
 - (3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds;
 - (4) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Legal References:

Connecticut General Statutes

- 1-200 Definitions (public agency)
- 10-4a Educational interest of the State identified
- 10-4b Failure of local or regional board to implement educational interests
- 10-220 Duties of Boards of Education
- 10-221 Board of education to prescribe rules
- 10-241 Powers of school district

ADOPTED: _____

REVISED: _____

1/28/05

Bylaws of the Board

Commitment to Democratic Principles in Relation to Community, Staff, Students

Board-Staff Communications

The Westport Board of Education recognizes the need to maintain open communication between itself and the staff. Essentially, communications with staff deal with three general areas -- administration, policy and philosophy. While the Board recognizes the necessity for board-staff communications, it also recognizes that administrative matters must be dealt with through its chief administrator. Hence, the basic line of communication for administrative matters shall be through the Superintendent.

1. Staff Communications to the Board

All formal reports to the Board from administrators, supervisors, teachers or other staff members shall be submitted through the Superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board from administrative decisions on important matters, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances.

Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe and participate in the Board's deliberations on problems of staff concern.

2. Board Communication to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns and actions.

3. Visits to Schools

Official visits by Board members will be conducted only under Board authorization and with the full knowledge of staff, including the Superintendent, building administrators and other supervisors.

4. Social Interaction

Individual Board members have no special authority excepting when they are convened at a legal meeting of the Board or vested with special authority by Board action. Board of Education members are expected, at social affairs and other functions to avoid discussion of:

- A. Matters that are, or have the potential of becoming, the subject of an executive session;
- B. Information and data contained in personnel records protected by the privacy act;
- C. Contested issues that may require final resolution by the Board.

Legal Reference: Connecticut General Statutes

[10-220](#) Duties of boards of education.

Bylaw adopted by the Board: August 19, 2002

Bylaws of the Board

Commitment to Democratic Principles in Relation to Community, Staff, Students

Board-Staff Communications

The Board of Education recognizes the need to maintain open communication between itself and the staff. Essentially, communications with staff deal with three general areas -- administration, policy and philosophy. While the Board recognizes the necessity for Board-staff communications, it also recognizes that administrative matters must be dealt with through its chief administrator. Hence, the basic line of communication for administrative matters shall be through the Superintendent.

1. Staff Communications to the Board

(cf. [4135.4](#) and [4235.4](#) re Complaints/Grievances)

Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe and participate first hand the Board's deliberations on problems of staff concern.

2. Board Communication to Staff

(cf. [9020](#) - Public Statements)

3. Visits to Schools

Individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the administrators of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be conducted only under Board authorization and with the full knowledge of staff, including the Superintendent, building administrators and other supervisors.

4. Social Interaction

Staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general school district problems. Individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Board of Education members are expected to avoid discussion of:

A. Matters that are, or have the potential of becoming, the subject of an executive session;

B. Information and data contained in personnel records protected by the privacy act;

(cf. [5145](#) - Civil and Legal rights & Responsibilities)

(cf. [9132](#)/9133 - Committees and Advisory Committees)

Legal Reference: Connecticut General Statutes

[10-220](#) Duties of Boards of Education.

Bylaw adopted by the Board:

Bylaws of the Board

Duties of Officers

The Chairperson will:

1. Confer with the Superintendent in the preparation of agendas for meetings.
2. Preside at all meetings at which he or she is present.
3. Serve as chief spokesperson for the Board when it appears on official business before other town Boards and commissions and the Representative Town Meeting.
4. Call special meetings of the Board when he/she deems it necessary or as requested in writing to do so by three of its members.
5. Sign legal documents as authorized by the Board.
6. In all other respects have the same powers and duties as other members.

The Vice-Chairperson will normally perform the duties of the Chairperson in the Chairperson's absence. In the event of the Chairperson's resignation from the Board, the Vice-Chairperson will become the acting Chairperson and serve in that capacity until the Board is reconstituted and a new Chairperson has been elected.

With the assistance of a staff member appointed by the Superintendent, the Secretary has responsibility for the maintenance of the minutes of Board meetings, for the submission of an annual report to the Town, for causing written notices of regular and special meetings to be sent to Board members through the office of the Superintendent, and any for other duties assigned by law and the Board.

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings.

[10-221](#) Salaries of secretary and attendance officers.

[10-224](#) Duties of secretary.

[10-225](#) Salaries of secretary and attendance officers.

Bylaw adopted by the Board: June 10, 2002

Bylaws of the Board

Board of Education Officers

Election of Officers

The Board of Education shall elect from its members at the organizational meeting, a Chairperson, Vice-Chairperson (*optional*), and a Secretary. The organizational meeting shall be called to order by the current Board Chairperson who will preside until his/her successor is chosen. 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. If a Chairperson and/or Secretary are not chosen within one month, Town Selectmen shall choose such officers from the Board membership.

Chairperson

The Chairperson shall preside at all meetings of the Board of Education and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

9. Declare the meeting adjourned.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson at Board meetings in his absence and assist the Chairperson as requested by him or her.

Secretary

The Secretary of the Board of Education shall:

1. perform the duties of the Chairperson at Board meetings in the absence of the Chairperson and Vice-Chairperson.
2. maintain a record of all Board proceedings as required by state law; one copy shall be maintained in the office of the Superintendent and one copy in the office of the Town Clerk.
3. supervise the clerk of the Board's performance of duties.

(cf. [9324](#) Meeting Conduct and Parliamentary Procedure)

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings.

[10-224](#) Duties of the secretary.

[10-225](#) Salaries of secretary and attendance officers.

Bylaw adopted by the Board:

**Series 9000
Bylaws**

OFFICERS

[Local Board of Education Version]

1. The Board shall, not later than one month after the date on which newly elected members take office, elect from its own members a Chairperson[, **a Vice-Chairperson**]* and a Secretary.
2. If such officers are not chosen after one month from the date on which newly elected members take office because of a tie vote of the members, the town council, or, if there is no town council, the selectmen of the town shall choose such officers from the membership of the board.
3. Officers shall hold their respective offices for ____ years, and until their successors are duly elected.
4. Should a vacancy arise in an office of the Board during the term of a Board officer's service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers.
5. The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.

[*Note: By statute, local boards of education are required to elect only a Chairperson and a Secretary. Should a board wish to elect a Vice Chairperson, we suggest including the optional language above in bold and adopting a policy describing the duties of a Vice Chairperson. For your convenience, please refer to the policy entitled "Official Duties – Vice Chairperson."]

Legal Reference:

Connecticut General Statutes
10-218 Officers. Meetings.

ADOPTED: _____
REVISED: _____

9/5/12

**Series 9000
Bylaws**

OFFICIAL DUTIES - CHAIRPERSON

1. The Chairperson shall preside at all of the meetings of the Board.
2. The Chairperson shall serve as the Board's spokesperson.
3. The Chairperson shall appoint the chair and members of all special committees.
4. The Chairperson shall serve as ex officio member on all committees.
5. The Chairperson shall act as the Board's representative for the purposes of consultation with Board legal counsel when appropriate, and may authorize other Board members to consult with Board counsel when appropriate.
6. The Chairperson shall perform such other duties as may be delegated to him/her by the Board.

ADOPTED: _____

REVISED: _____

12/19/12

Series 9000
Bylaws

OFFICIAL DUTIES – VICE CHAIRPERSON

In the absence of the Chairperson, the Vice Chairperson shall assume and carry out the duties and responsibilities of the Chairperson.

[Note: This is an optional policy since the position of Vice Chairperson is not required by statute. Should a board wish to have a Vice Chairperson, however, we recommend that the following policy be adopted.]

ADOPTED: _____

REVISED: _____

7/1/02

**Series 9000
Bylaws**

OFFICIAL DUTIES - SECRETARY

1. The Secretary of the Board shall keep minutes or cause minutes to be kept of all meetings of the Board, and shall cause copies of such minutes to be forwarded to each member of the Board.
2. In accordance with the General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office and posted on the Board's website, if available, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board of Education at a duly convened meeting of the Board.
3. The Board Secretary shall also make provision that members of the Board are notified of all regular and special meetings.
4. The Board Secretary shall attend to the official correspondence of the Board.
5. The Board Secretary shall submit to the Town at its annual meetings a report of the doings of the Board.

Legal Reference:

Connecticut General Statutes

- | | |
|--------|--|
| 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. |
| 7-3 | Warning of Town and other meetings |
| 7-4 | Record of warning |
| 10-224 | Duties of the Secretary |
| 10-225 | Salaries of Secretary and attendance officers |

ADOPTED:_____

REVISED:_____

9/22/08

Bylaws of the Board

Committees

The Board will act as a committee of-the-whole insofar as possible. There will be no standing committees, and no member has authority to make decisions for the Board in meetings with other town bodies or in relation to the school staff.

Since some of the business of the Board requires approval by other town bodies and since effective cooperation among town bodies and among school boards is highly desirable, individual Board members will be asked to serve as needed as liaison representatives to these bodies, and to report to the Board at intervals concerning those of their activities relevant to the schools. Such requests will be made by the Chairman as needed.

Legal Reference: Connecticut General Statutes

[1-7](#) through [1-18](#) and [1-200](#) through [1-241](#) of the Freedom of Information Act.

[1-200](#) Definitions.

[1-226](#) Meetings of government agencies to be public.

Bylaw adopted by the Board: June 10, 2002

Bylaws of the Board

Committees

Committees of the _____ Board of Education shall be established at the first regularly scheduled meeting in December, or as needed, by a majority vote of the Board.

Duties of each committee shall be determined as a committee is formed.

Each committee may make a report through its chairperson at each regular meeting of the Board of Education. Each committee shall make its annual report at the meeting **prior to** the first regularly scheduled meeting in December.

No committee shall have power other than to recommend to the Board of Education unless specially authorized. No committee, or member of a committee, is authorized to make any contract or enter into any agreement which involves the expenditure of money, unless such contract or agreement is authorized by the Board either in regular or special meeting.

All committees of the Board of Education shall follow the provisions of the Freedom Of Information Act as required by statute.

(cf. [9132](#)/9133 - Committees and Advisory Committees)

Legal Reference: Connecticut General Statutes

[1](#)-7 through 1-18 and 1-200 through 1-241 of the Freedom of Information Act.

[1](#)-200 Definitions.

[1](#)-226 Meetings of government agencies to be public.

Bylaw adopted by the Board:

Bylaws of the Board**Committee of the Whole**

The Board of Education shall act as a committee of the whole in final consideration of all matters.

Legal Reference: Connecticut General Statutes

[1-200](#) Definitions

[1-225](#) Meetings of government agencies to be public

Bylaw adopted by the Board:

Bylaws of the Board

Committees and Advisory Committees

Standing Committees

As deemed necessary, the Board of Education may establish standing committees from among its membership to make recommendations for Board action. The following rules will govern the appointment and function of such committees which shall:

1. be established through action of the Board of Education;
2. have their members appointed by the Board Chairperson
3. be informed in writing at the time of committee formation of committee purpose, functions, and duties;
4. make recommendations for Board action, but it may not act for the Board except in those instances where authority to act has been specifically delegated to the committee by the Board;
5. be dissolved at the end of the Board's year or at any time by a vote of the Board.

The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all standing committees.

Ad Hoc Committees

Ad hoc committees may be created for special assignments. The same rules shall apply to special committees as apply to standing committees, except that they shall be dissolved immediately upon completion of an assignment. The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all ad hoc committees.

Duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.

Committees as Public Entities

All Board of Education committee meetings are public meetings unless the committee is composed entirely of non-Board members and the Board successfully has petitioned the Freedom of Information Commission prior to the committee formation for such committee to be exempt from this requirement.

All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

(cf. [9130](#) - Committees)

(cf. [9131](#) - Committees of the Whole)

(cf. [9121](#) - Boards of Education Officers)

Legal Reference: Connecticut General Statutes

[1](#)-200 through 1-241 Freedom of Information Act.

Bylaw adopted by the Board:

**Series 9000
Bylaws**

COMMITTEES

1. The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board.
 - A. Such special committees shall submit their reports at such regular meetings of the Board as may be determined, and when such reports have been submitted and accepted by the Board, shall be discharged.
 - B. All special committee reports affecting Board policy shall be submitted in writing.
 - C. A special committee's only authority is to make recommendations to the Board regarding matters that have been referred to it, unless the Board specifically authorizes otherwise.
2. Meetings of committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained by the chairperson of each committee of each meeting, which shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.
3. The Superintendent shall notify all Board members of committee meetings.
4. **[Optional: An Executive Committee consisting of the Chairperson, *[the Vice Chairperson]* and the Secretary shall be a standing committee of the Board.**
 - A. **The Executive Committee shall meet with the Superintendent as requested by the Superintendent or as directed by the Chairperson to review matters related to administrative, personnel, pupil personnel, issues and general matters not requiring action of the Board as a whole.**
 - B. **Other responsibilities of the Executive Committee include:**
 - (1) **Long-Range agenda planning**

(2) Facilitating communication between the Superintendent and Board members.]

[Note: Although neither an Executive Committee nor the position of Vice Chairperson are required by statute, some boards may wish to include the optional provision for an Executive Committee as part of its Committee Policy. Also, if a board has a Vice Chairperson, that person is logically included on the Executive Committee.]

Legal Reference

Conn. Gen. Stat. § 10-218 Officers. Meetings.

ADOPTED:_____

REVISED:_____

12/23/04

Bylaws of the Board**Terms of the Office**

Each member serves a term of four years.

The term commences the first Tuesday after the third Monday in the November of their election, and continues until a successor has been elected and qualified. Four members and then three members alternately shall be elected at each regular Town election, which will be held on the first Tuesday after the first Monday in November in each odd numbered year.

Reference: Charter, Town of Westport

C7-1, Composition and election.

C2-1, Eligibility.

C2-2, Minority representation.

C2-3, Town elections and terms of office.

Bylaw adopted by the Board: May 13, 2002

Bylaws of the Board**Number of Members, Terms of Office, Oath of Office**

The Board of Education consists of ____members who are elected bi-annually.

Terms of Office

The term of office of a school Board member shall be for two years. Members shall take office at the first regularly scheduled meeting in December. Before entering upon their official duties, members of the Board of Education shall take the oath of office before the Town Clerk or their designee.

Term of Board Officers

All officers of the Board shall hold office for a term of one year and until their successors are elected and have qualified, except in case of removal as provided in Bylaw 9222.

Bylaw adopted by the Board:

Bylaws of the Board

Election of Members

Number of Members and Elections

The Board of Education will consist of *(number)* members elected in accordance with *(town charter provisions)* *(state statutes)* for *(number)* year terms. Terms of newly-elected Board members shall commence on *(date — example, "the second Tuesday after said election")* after said election.

Oath of Office

Elected Board of Education members shall, before entering upon their official duties, take the oath of office and be sworn in by the Town Clerk.

Optional

Student Members of the Board of Education

Student members of the Board of Education shall be chosen annually by the Superintendent, after consultation with the high school Principal, from among applicants from the junior and senior classes who submit resumes and reasons for wishing to serve as student representatives to the Board.

Legal Reference: Connecticut General Statutes

[9-187a](#) Date term to begin.

[9-203](#) Number and term of members of boards of education.

[9-204](#) Minority representation on board of education.

[10-219](#) Procedure for filling vacancy on local board of education.

[1-24](#) Who may administer oaths.

[1-25](#) Forms of oaths.

[10-218a](#) Oath of office.

Bylaw adopted by the Board:

Series 9000
Bylaws

OATH OF OFFICE

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

Legal Reference:

Connecticut General Statutes
10-218a Oath of Office

ADOPTED: _____

REVISED: _____

7/1/02

Bylaws of the Board

Filling Vacancies

A vacancy is filled by appointment by the remaining Board members. Any member so appointed serves until the next municipal election, at which time a successor is elected to fill the unexpired portion of the term. If the person vacating a position was elected as a member of a political party, such vacancy is filled from the membership of the same political party.

If such vacancy has not been filled by appointment of the remaining Board members within 30 days after the occurrence of the vacancy, the Board of Selectman or First Selectman may appoint a qualified person to fill the vacancy until the next municipal election.

Legal Reference: Connecticut General Statutes

[7-107](#) Vacancy appointments by selectmen.

[9-204](#) Minority representation on boards of education.

[10-219](#) Procedure for filling vacancy on board of education.

[10-156e](#) Employees of boards of education permitted to serve as elected officials; exception.

[10-232](#) Restriction on employment of members of the board of education.

Charter Town of Westport.

C2-1, Eligibility.

C2-2, Minority representation on boards of commissions.

C40-3, Vacancies.

Bylaw adopted by the Board: May 13, 2002

Bylaws of the Board

Filling Vacancies

Any vacancy occurring on the Board, unless otherwise provided by charter or special act, shall be filled by a vote of the remaining members of the Board until the next regular election.

State law requires that a vacancy be filled with a member of the same political party when the Board has already achieved maximum "majority" representation and then only when the vacating member is of the minority party. A town, by charter, could mandate that a vacancy be filled by a person of the same political party as the former member.

Such vacancies will be formally announced to the Board at one of its regularly scheduled meetings. The next regularly scheduled meeting at which time the vacancy will be filled by majority vote of all members of the Board of Education and the action shall be recorded in the minutes of that meeting.

The Board is permitted to interview the candidate(s) for a vacancy and the subsequent deliberations by the Board, subject to the right of a candidate to insist that the portions of the interviews and discussions dealing with his/her candidacy be in public. The vote by the Board must take place in public.

Legal Reference: Connecticut General Statutes

[7-107](#) Vacancy appointments by selectmen.

[9 204](#) Minority representation on boards of education.

[10 219](#) Procedure for filling vacancy on board of education.

[10 156e](#) Employees of boards of education permitted to serve as elected officials; exception.

[10 232](#) Restriction on employment of members of the board of education.

Bylaw adopted by the Board:

**Series 9000
Bylaws**

FILLING VACANCIES ON THE BOARD
[Local Board of Education Version]

1. **[Unless otherwise provided by charter or special act]** If a vacancy occurs on the Board of Education, the remaining members of the Board shall fill such vacancy at a meeting or a special meeting convened for that purpose.
2. A member resigning from the Board of Education should present or have presented, a letter of resignation to the Board of Education at a regular meeting.
3. Having accepted a letter of resignation, or having become aware of a vacancy created by means other than the resignation of a Board member, the Board of Education will schedule the election of a replacement at the next regular Board meeting or at a special meeting convened for such purpose.
4. Said election, made by the majority of the Board, shall be in effect until the next regular Town election, at which a successor shall be elected for the unexpired portion of the term. The official ballot shall specify the vacancy to be filled.

Legal Reference:

Connecticut General Statutes
10-219 Vacancy

ADOPTED: _____
REVISED: _____

7/20/05

Series 9000
Bylaws

FILLING VACANCIES ON THE BOARD
[Regional Board of Education Version]

1. If a vacancy occurs on the Board of Education, the vacancy shall be filled by the respective town, unless the vacancy is for the office of a board member elected at-large.
2. Any vacancy to be filled by the respective town shall be filled in accordance with either of the following procedures, as determined by the legislative body of the respective town under Section 10-46(a) of the Connecticut General Statutes.
 - a) Election by Town Meeting (Conn. Gen. Stat. § 10-46(b))
The town affected, at a town meeting called within thirty (30) days from the beginning of such vacancy, shall nominate and elect a successor to serve for the unexpired portion of the term.
 - b) Election by the Town Legislative Body (Conn. Gen. Stat. § 10-46(c))
The legislative body of the town affected shall elect a successor to serve until the next general election, at which time a successor shall be elected to serve any unexpired portion of such term.
3. If the vacancy is for a board member elected at-large, the vacancy shall be filled at a regional meeting of the voters of the entire regional school district called within thirty (30) days from the beginning of such vacancy. Such regional meeting shall be conducted in accordance with standard parliamentary practice and the procedures set forth in Conn. Gen. Stat. § 10-46(e). Any person who is an elector of any member town may vote at such regional meeting. A moderator shall be chosen to preside over such meeting and a majority of those present and eligible to vote at such meeting shall determine the manner in which any vote shall be taken. The moderator shall certify all results of the meeting to the Secretary of the State.
4. A member resigning from the Board of Education should present, or have presented, a letter of resignation to the Board of Education at a regular meeting.

Legal Reference:

Connecticut General Statutes

10-46 Regional board of education

ADOPTED: _____

REVISED: _____

1/28/05

Bylaws of the Board

Conflict of Interest

In the course of carrying out its responsibilities, the Board of Education does business with a large number of individuals and groups, purchasing, renting or leasing a variety of goods and services. In order to avoid financial conflict of interest or the appearance of conflict of interest, the Board of Education will avoid doing business with Board members or Board employees.

It shall be a conflict of interest for a Board member or employee to engage in any business transaction with the Board of Education unless disclosure of any material financial interest is made to the Superintendent and the Board of Education. Any financially interested Board member or employee shall not take part in any action to authorize or approve the contract.

Further Stipulations

- A. A material financial interest shall be considered to be an interest of 5% or more in the company wishing to do business with the Board, or a contract to receive remuneration to effect the transaction.
- B. Disclosure of material financial interest will be made publicly.

Gifts

All members and employees of the Board of Education are prohibited from accepting gifts other than of minimal value as defined by current IRS regulations from any person(s) doing or planning to do business with the school system.

This policy should not be construed so as to prohibit an employee or member of the Board of Education who is a candidate for any office (including re-election to the Board of Education) from receiving campaign contributions that he or she would otherwise be legally entitled to accept.

Legal Reference: Connecticut General Statutes

[7-479](#) Conflict of interest (municipal employees).

[10-156e](#) Employees of boards of education permitted to serve as elected officials; exception.

[10-232](#) Restrictions on employment of members of the board of education.

Bylaw adopted by the Board May 13, 2002

Bylaws of the Board

Conflict of Interest #1

A Board member shall not have any direct pecuniary interest in a contract with the school district, nor shall he or she furnish directly any labor, equipment, or supplies to the district.

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the school district, the Board member shall declare his interest and refrain from debating or voting upon the question of contracting with the Company.

It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his interest in the public schools and his interest in his place of employment (or other indirect interest) might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.

The Board will not employ or accept application from any teacher or other employee on a permanent basis if such teacher or other employee is a member of the Board or is the father, mother, brother, sister, wife, husband, domestic partner of a civil union, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or of any member of the Board.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy or a Board member's election.

Legal Reference: Connecticut General Statutes

[7](#) 479 Conflict of interest.

[10](#)-156e Employees of boards of education permitted to serve as elected officials; exception

[10](#)-232 Restrictions on employment of members of the board of education

P.A. 05-10 An Act Concerning Civil Unions

Kerrigan v. Commissioner of Public Health, 289 Conn 135, 957 A. 2d 407 (2008)

Obergefell v. Hodges, 576 U.S. - (2015)

Bylaw adopted by the Board:

Bylaws of the Board

Conflict of Interest #2

Board members shall comply with laws regarding conflict of interest and attempt to avoid situations which might have even the appearance of a conflict. Two areas of Board operations must be approached with particular care to prevent any real or seeming conflict of interest - purchasing and personnel hiring. Therefore:

1. No member of the Board shall have any direct monetary interest in contracts with the school district, nor shall he/she furnish directly any labor, equipment, or supplies to the district. However, the district may contract with corporations or businesses in which a Board member is an employee. In such instances the

member must declare his/her association with the firm and refrain from debating or voting on any related votes.

2. The following rule shall govern conflict of interest in the employment of staff and members of the Board of Education: a spouse, minor child, Board of Education member dependent, or persons related otherwise by blood or marriage to a Board of Education member must be appointed by the Board of Education and may be employed only following full disclosure of the relationship by the Board of Education member in a public meeting and sufficient vote of appointment without counting the vote of the related Board of Education member.

Legal Reference: Connecticut General Statutes

[7](#) 479 Conflict of interest.

[10](#) 225 Salaries of secretary and attendance officers.

[10](#) 232 Restrictions on employment of members of Board of Education.

P.A. 05-10 An Act Concerning Civil Unions

Kerrigan v. Commissioner of Public Health, 289 Conn 135, 957 A. 2d 407 (2008)

Obergefell v. Hodges, 576 U.S. - (2015)

Bylaw adopted by the Board:

Series 9000
Bylaws

CONFLICT OF INTEREST

1. No member of the Board of Education shall be employed by the Board in any position within the school system.
2. If any member of the Board is employed contrary to the provisions of this bylaw, the office to which he or she was elected or appointed shall become vacant.

Legal Reference:

Connecticut General Statutes

10-232 Restrictions on employment of members
of the Board of Education

ADOPTED: _____

REVISED: _____

3/23/99

*Suggested bylaw.***Bylaws of the Board****Remuneration and Reimbursement****Remuneration**

Board of Education members shall receive no compensation for their services.

Reimbursement**1. Out of State Travel**

Board members authorized to attend educational conferences out of state shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures, transportation costs to and from the destination and registration fees. Board members must have approval in advance from the Board of Education.

2. In State Travel

Board members shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures incurred in connection with the performance of their official Board duties.

Alternate language to consider:

Board member normally attend workshops, training institutes, and conferences at both the state and national levels. The District will pay all legitimate costs for Board members to attend out-of-District meetings, at established rates for reimbursement set by the District:

1. Transportation as approved by the Board.
2. On-site transportation during the course of the meeting, i.e., bus, taxi, or rental car;
3. Hotel or motel costs for Board member as necessary;
4. Food costs as necessary;
5. Telephone services for necessary communications with business or family, resulting from the Board member being away from _____;
6. Incidental expenditures for tips and other necessary costs attributable to the Board member's attendance at a meeting; however, the District will not reimburse or pay for such items as liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.

Legal Reference: Connecticut General Statutes

[10](#) 225 Salaries of secretary and attendance officers.

[10](#) 232 Restrictions on employment of members of board of education.

Bylaw adopted by the Board:

**Series 9000
Bylaws**

REIMBURSEMENT OF BOARD MEMBERS' EXPENSES

1. Remuneration
 - A. A member of the _____ Board of Education shall receive no compensation for carrying out Board services.
2. Reimbursement
 - A. Board members authorized to attend educational conferences, meetings or travel on Board business shall be reimbursed, upon submitting vouchers and supporting documentation for reasonable expenditures, transportation costs, and registration fees. Board members must have approval in advance from the Board to be eligible for a reimbursement.
 - B. Each Board member that receives prior authorization for reimbursement of a Board of Education expense is expected to account for all expenditures incurred in connection with the performance of his/her Board duties.
 - C. Receipts in general are required for:
 - (1) Lodging -- Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.
 - (2) Meals --Reasonable expenditures are allowed for meals [*specific meal amounts may be noted here*]. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.
 - (3) Taxi or Bus Fare
 - (4) Parking Fees or Toll Charges (when applicable)
 - (5) Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

Legal Reference

Conn. Gen. Stat. § 10-225	Salaries of secretary and attendance officers
Conn. Gen. Stat. § 10-232	Restrictions on employment of members of board of education

ADOPTED: _____

REVISED: _____

8/20/12

Bylaws of the Board

Resignation/Removal from Office/Censure

Resignation

If for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests as early as possible notification of intent to resign so that the Board may plan appropriately.

When a member of a Board of Education shall cease to be a bona fide resident of the town membership in the Board shall immediately cease.

State law provides that municipal officers seeking to resign from office must submit a written resignation to the municipal clerk. The resignation takes effect upon the date specified in the resignation or, if no date is specified, upon the date of its submission to the clerk.

Removal from Office

Any Board officer may be removed from a position of a Board officer by a two-thirds vote of the membership of the whole Board.

Censure

The Board may vote to censure or reprimand a member by a two-thirds vote of the membership of the whole Board.

If the Board is considering adoption of this language pertaining to censure, keep in mind that censure has no legal effect and that the legal question regarding the potential violation of an individual's First Amendment rights is still unanswered. Consult your Board's attorney for further advice.

(cf. [9221](#) - Filling Vacancies)

(cf. [9121](#) - Officers)

Legal Reference: Connecticut General Statutes

[7-103](#) Resignation of municipal officers

Bylaw adopted by the Board:

**Series 9000
Bylaws**

CODE OF CONDUCT FOR BOARD MEMBERS

It is the policy of the _____ 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.

ADOPTED:_____

REVISED:_____

9/2014

**Series 9000
Bylaws**

REMOVAL OF BOARD OFFICERS

It is the policy of the _____ Board of Education that an officer of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner; and
3. carry out the duties of his or her respective office in accordance with law.

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. "Cause" includes, but is not limited to, any conduct that:

1. specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
2. negatively and directly affects the rights and interests of the public;
3. violates Board policies, rules and regulations; or
4. conduct that interferes with the orderly and efficient operation of the Board.

Procedures for Removal:

Prior to any vote to remove a Board officer for cause:

- 1) The Board may review the performance and/or conduct of the Board officer in open or executive session (as determined by the Board and the Board officer) prior to taking any formal action;
- 2) If the Board determines that formal action is necessary, the Board officer shall be provided with reasonable notice of the Board's intent to consider possible removal from office (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board);
- 3) Upon the written request of the Board officer within [*seven – or other reasonable number*] days of such action, he/she shall be provided with an opportunity for a hearing before the Board of Education before the Board votes on removal;

- 4) At any such hearing, the Board officer shall have the right to be represented by counsel at his/her own expense and to present relevant evidence to the Board.

Standard for Removal

Service as a Board officer is a privilege, not a right, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly and efficient manner. Therefore, any Board member serving as an officer shall have no legally-protected right to continue in that position. A decision that there is cause for removal shall be made by a majority of board members present and voting, provided that no less than a majority of the board membership as a whole shall be required for removal.

Legal References:

Connecticut General Statutes

- 10-218 Officers. Meetings.
- 10-220 Duties of boards of education.

Lapointe v. Winchester Board of Education, CV040093257S, 2004 Conn. Super. LEXIS 2574 (Sept. 14, 2004).

ADOPTED:_____

REVISED:_____

1/18/05

Bylaws of the Board**Methods of Operation**

The Westport Board of Education shall concern itself only with broad questions of policy and not with administrative details. The Board shall rely upon the Superintendent of Schools to recommend policies for adoption and to administer policies enacted by the Board. Such policies shall be broad enough to indicate a line of action to be taken by the Superintendent in meeting a number of problems and jobs. Application of such policies to individual problems and jobs is an administrative function to be performed by the Superintendent.

Bylaws adopted by the Board: August 19, 2002

Bylaws of the Board

Methods of Operation

The Board of Education shall concern itself only with broad questions of policy and not with administrative details. The Board shall rely upon the Superintendent of Schools to recommend policies for adoption and to administer policies enacted by the Board. Such policies shall be broad enough to indicate a line of action to be taken by the Superintendent in meeting a number of problems and jobs. Application of such policies to individual problems and jobs is an administrative function to be performed by the Superintendent.

Bylaw adopted by the Board:

**Series 9000
Bylaws**

TRANSACTION OF BUSINESS

- A. The Board shall transact all business at a legal meeting of the Board.
- B. The Board shall act as a whole entity, except that a committee created in accordance with these bylaws may act on matters before it in conformity with the committee's purpose or charge.
- C. Individual members shall make no commitments for the Board or issue orders for the Board, except when executing an assignment delegated by the Board.
- D. The Board shall concern itself with questions of educational policy, and not with administrative details of the district's operations.

ADOPTED:_____

REVISED:_____

July, 2010

Bylaws of the Board

Formulation/Adoption of Policies

In exercising its authority and responsibility for control of the schools the Board of Education acts primarily through establishment of school policies. The Board views policies as guides to discretionary action, which should be as broad as possible but as specific as necessary to ensure fulfillment of its intent. Such policies will normally state the purposes of the Board in adopting them and indicate the essential criteria and procedures to be used by the school staff in implementing them.

The policies of the Westport schools will be formulated on two levels. Board policies will state the requirements to be met by the Board and the school staff in the conduct of school affairs. Administrative policies will state the requirements to be met by staff and students in executing Board policies and in the day-to-day conduct of school activities.

Where public or staff concern indicates the need, school policies will be formally developed, committed to writing, adopted and incorporated in the official policy handbook maintained by the Superintendent of Schools.

Policy suggestions may originate with the Board of Education or with any individual or group. Such proposals will normally be referred to the Superintendent for consideration, possible development in written form, review by appropriate school personnel, and referral to the Board.

In accordance with state law, policies to be incorporated in contractual agreements with groups of staff personnel will be developed through established negotiation procedures before referral to the Board for action. Contractual agreements in conflict with existing policy will be considered to supersede that policy.

Reference: Robert's Rules of Order

Bylaw adopted by the Board: June 10, 2002

Bylaws of the Board

Policies

Introduction

Board of Education policies translate beliefs and desires of elected officials into action through the Superintendent of Schools and the school staff. Except for specific meeting decisions, policies are a Boards' best means of shaping district education through specifying in Board policy "what will be done." The Superintendent's administrative regulations provide the administrative "how it will be done" to accompany Board of Education policies

Policies also make it clear, at least by implication, that Superintendents are expected to follow the direction of the entire Board as it is expressed through its policies. On a daily basis, Board policies, except for bylaws, are primarily for the guidance of the Superintendent of Schools and his/her staff. It is, however, the Board's responsibility to ensure the Superintendent uses policies in making decisions; it is, similarly, the Superintendent's responsibility to insist that both policies and their amplifying regulations are followed by everyone in the school system

Organization and Contents of Policy Manuals

Policy manuals contain three basic types of entries — Board of Education policies, Superintendent of Schools regulations, and Board of Education bylaws:

1. Policies are guides for discretionary action by the Superintendent of Schools and staff; not all policies require administrative regulations;
2. Regulations are the Superintendent's amplifications of Board policies into specific staff actions; not all administrative regulations require policies;
3. Bylaws are rules governing Boards of Education's internal operations.

Development of Board Policies

The development of sound educational policies is one of the primary duties of the Board of Education. Policies serve to promote democratic and responsive school governance and constitute a major method by which the Board exercises its leadership. Policies are guides for discretionary administrative action by the Superintendent of Schools and his/her staff. Policy development and revision should follow these principles:

1. Policies and regulations shall be given high priorities by the Board and by the Superintendent of Schools;
2. Many people at different levels shall be given opportunities to participate in development and review of policies and regulations;
3. Procedures for development and revision of policies and regulations shall be clear and well understood; participants shall know their roles and authority; lines of communication shall be observed;
4. Use of policies and regulations as guides to action shall be stressed at all organizational levels, and policy or regulatory violations shall not be overlooked or condoned;
5. Policy and regulatory effectiveness shall be monitored regularly by the Board of Education, the Superintendent of Schools, and by other staff members;

6. Board members and administrators shall guard against intrinsic problems of policies and regulations. (*rigidity and inflexibility, bureaucratic or insensitive administration of policy, etc.*)

Anyone may propose a new policy or policy changes — members of the community, the staff, students, Superintendent, or Board members. Proposed new policies and policy changes from staff shall be forwarded to the Superintendent for presentation to the Board. Although the Board encourages and welcomes community, staff and student involvement, only the Board may establish policy.

The Superintendent is encouraged to submit written recommendations for new policies and for revision of existing policies as necessary for the effective operation of the public schools.

Approved policies shall be in writing and coded according to the policy codification system approved by the Board, and made part of the official policy manual maintained by the Superintendent. Policy manuals and copies of new and changed policies shall be distributed to all members of the Board of Education and school administrators, and shall be made available to the staff, students, and general public.

Adoption and/or Amendment of Board of Education Policies

Procedure for the adoption of a new policy or the amendment of existing policy shall be:

1. Upon referral to the policy committee, the committee will develop a statement of policy or change of existing policy based on the following:
 - a. Suggestions and requests from Board members;
 - b. Recommendations from the Superintendent of Schools;
 - c. Statutory requirements;
 - d. Citizen input.
2. The policy committee shall present a policy statement, or revised policy statement, with its recommendations to the Board at a regular Board meeting. No action shall be taken at this presentation meeting.
3. The Board shall act on proposed policies at regular meetings of the Board at which time amendments to the policy proposals may be made and the policies approved if the changes are not a departure from the essence of the policy proposal; if the proposed changes are major, a policy should be brought back for a second review at the next regular meeting with a further recommendation from the Board's policy committee. Proposed policy changes approved by majority vote of the Board shall take immediate effect.
4. For proposed policy statements, new or revised, because of changes or additions to Connecticut General Statutes or State Board of Education Regulations, approval may be given at the initial presentation.

Formal adoption of policies and/or amendments of policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and recorded shall be regarded as official policies.

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of education to prescribe rules, policies, and procedures.

Bylaw adopted by the Board:

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

ADOPTED:_____

REVISED:_____

7/1/02

Bylaws of the Board

Bylaws

Proposed new bylaws and suggested amendments to or revisions of existing bylaws may be adopted by majority vote of all members of the Board of Education at regular Board meetings, not less than (4) weeks apart, in the calls for which meeting the proposed additions, amendments, or revisions shall have been described in writing.

Legal Reference: *Robert's Rules of Order, Newly Revised*

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

Bylaw adopted by the Board:

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.

ADOPTED: _____

REVISED: _____

11/29/99

Bylaws of the Board

Formulation, Adoption, Amendment of Administrative Regulations

The Board of Education does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent. Adoption and amendment of such Board of Education adopted regulations shall be by the same procedure as that specified for policies in 9311.

The Superintendent is responsible for the formulation, issuance, amendment and deletion of administrative regulations to implement the policies of the Board. The Superintendent shall determine the need to bring to the attention of the Board any new, revised or deleted administrative regulations.

The Board of Education reserves the right to review and direct revisions of administrative regulations should they, in the Board of Education's judgment, be inconsistent with the policies adopted by the Board of Education. If the Board directs the Superintendent to issue, 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.

Bylaw adopted by the Board:

**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.

ADOPTED: _____

REVISED: _____

11/29/09

Bylaws of the Board

Suspension of Policies, Bylaws, and Regulations

Policies, bylaws, and regulations shall be subject to suspension for a specified purpose and limited time by majority vote of all members of the Board of Education at a meeting in the call for which the proposed suspension has been described in writing, or upon a three-quarters vote of all members of the Board when no such written notice has been given.

Legal Reference: *Robert's Rules of Order, Newly Revised*

Connecticut General Statutes

[10-221](#) Boards of Education to prescribe rules, policies, and procedures.

Bylaw adopted by the Board:

**Series 9000
Bylaws**

**SUSPENSION OF POLICIES, BYLAWS OR
ADMINISTRATIVE 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.

ADOPTED: _____

REVISED: _____

11/29/99

Bylaws of the Board

Meetings

Organizational Meeting

Not later than one month after the date on which the newly elected members take office, the Board elects from its number, by public vote, (which is to be recorded in the minutes) a Chairperson, Vice Chair and a Secretary. If such officers are not chosen after one month because of a tie vote of the members, the Selectman chooses such officers from the membership of the Board.

Thereafter, new officers will be elected annually in December.

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings.

Charter, Town of Westport

C40-3 Vacancies.

Bylaw adopted by the Board: May 13, 2002

Bylaws of the Board

Board of Education Officers

Election of Officers

The Board of Education shall elect from its members at the organizational meeting, a Chairperson, Vice-Chairperson (*optional*), and a Secretary. The organizational meeting shall be called to order by the current Board Chairperson who will preside until his/her successor is chosen. 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. If a Chairperson and/or Secretary are not chosen within one month, Town Selectmen shall choose such officers from the Board membership.

Chairperson

The Chairperson shall preside at all meetings of the Board of Education and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

9. Declare the meeting adjourned.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson at Board meetings in his absence and assist the Chairperson as requested by him or her.

Secretary

The Secretary of the Board of Education shall:

1. perform the duties of the Chairperson at Board meetings in the absence of the Chairperson and Vice-Chairperson.
2. maintain a record of all Board proceedings as required by state law; one copy shall be maintained in the office of the Superintendent and one copy in the office of the Town Clerk.
3. supervise the clerk of the Board's performance of duties.

(cf. [9324](#) Meeting Conduct and Parliamentary Procedure)

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings.

[10-224](#) Duties of the secretary.

[10-225](#) Salaries of secretary and attendance officers.

Bylaw adopted by the Board:

Bylaws of the Board

Time, Place and Notification of Meetings

The purpose of meetings of the Board of Education is to enable the Board to discuss effectively the questions, the policies and the plans by which the schools are governed, and to arrive at well-informed decisions on them. In fact, it is only when the Board is in session that its members are empowered to discharge the duties for which they were elected. All Board members will be sent notification concerning all meetings.

Regular meetings of the Board of Education will normally be held on the first and third Monday of each month. The Board may hold more frequent meetings as needed. The Superintendent will see that an annual schedule of meetings is filed with the Town Clerk as required by law.

Special meetings may be called by the Chair, Vice Chair, or Secretary up to 24 hours before the time set for the meeting. The Superintendent shall post a notice at Town Hall stating the time, place and business to be transacted and shall file the notice with the Town Clerk. No other business may be transacted than the items stated.

Emergency meetings may be called by the Chair, Vice Chair, Secretary and/or Superintendent upon notice to all members. Such meetings may be held without complying with the preceding notice requirements. The Superintendent must file the minutes of the emergency meeting, including the reason for the emergency, within 72 hours of the meeting with the Town Clerk.

Executive sessions may be held as provided by law for the purpose of discussing personnel matters; matters involving negotiations with individuals or groups, pending claims and litigation; security matters; real estate acquisition; or any matter that would result in the disclosure of a public record exempted from the disclosure requirement for public records. All business or discussion in the executive session shall be limited to the above areas. Otherwise, all meetings of the Board shall be open to the public.

Any person who wishes to receive a notice of meetings and agendas must make a written request to the Board of Education. Notification of meetings will be sent, where practicable, at least one week prior to the meeting date. Requests are valid for one year and may be renewed within 30 days after January 1 of each year. The Board of Education may charge a fee for these notices based upon cost of the service, as provided by law.

Legal Reference: Connecticut General Statutes

[1-206](#) Denial of access to public records or meetings.

[1-225](#) Meetings of government agencies to be public.

[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 by the Board: June 10, 2002

Bylaws of the Board

Time, Place, Notification of Meetings

Regular Meetings

The Board of Education shall file with the Town Clerk, not later than January 31st of each year, the schedule of the regular meetings of the Board of Education, and shall post the schedule on the District's Internet website. No meeting shall be held sooner than thirty days after such filing.

Special Meetings

Notice of each special meeting of the Board of Education shall be filed not less than twenty-four hours in advance of the meeting with the Town Clerk and be posted in the Office of the Clerk giving the time and place of the special meeting and the business to be transacted. The special meeting shall also be posted on the District's Internet Website. No other business shall be considered by the Board at that special meeting. Each member of the Board of Education shall be notified by the Superintendent or the Clerk not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place and business to be transacted, although any Board member may waive the 24 hour notification by a written waiver of notice or a telegram to the purpose.

Notice of Meetings

Notice of meetings will be mailed to persons filing a written request renewable in January of each year. The Board of Education will charge a fee for these notices based upon cost of the service, as provided by law.

Electronic Participation (Optional) *CABE does not recommend such participation. However, it is permitted under the law. Therefore this language is provided for consideration and possible inclusion in this bylaw.*

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 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.

Electronic Participation (Alternate Version #1)

Recognizing the inherent responsibility and statutory duties of Board of Education members, the Board of Education (Board) strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting in which members are attending by teleconference shall be taken by roll call.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting.

Electronic Participation (Alternate Version #2)

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 _____ to allow the public to adequately monitor the meeting. Due to security concerns, electronic participation in closed executive sessions will not be permitted.

(cf. [9327](#) – Electronic Mail Communications)

Legal 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 by the Board:

**Series 9000
Bylaws**

TIME, PLACE AND NOTICE OF MEETINGS

1. Regular Meetings
 - A. The Board of Education shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.
 - B. In compliance with the General Statutes of the State of Connecticut, the Chairperson [or Secretary] shall file this calendar with the Town Clerk, and post this calendar on the Board's website, 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 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.
2. Special Meetings
 - A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or 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, and has been posted on the Board's website, if available, twenty-four (24) hours before the time stated for the meeting to convene.
 - 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 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) - time and place to be determined and announced in advance of meeting.

Legal References:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule of agenda of meetings to be filed. Notice of special meetings Executive session.
- 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:_____

9/22/08

Bylaws of the Board

Public and Executive Sessions

Public Meetings

All meetings of the Board of Education shall be open to the public with the exception of executive sessions. (cf. [9320](#) -Meetings)

Executive Sessions

The public may be excluded from meetings of the Board of Education which are declared to be executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken at a public meeting only for one or more of the following reasons.

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 meeting.
2. Strategy and negotiations with respect to pending claims and litigation.
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 by a political subdivision of the state 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 subsection (b) of section [1-210](#) of the Connecticut General Statutes Freedom Of Information Act (FOIA). The types of records which may be withheld in accordance with FOIA include personnel and health records, student identification records, matters of security, test questions and other specified in FOIA.

Public Participation

In addition to permitting the public to attend meetings, the Westport Board of Education encourages public participation.

Regular and Special Meetings

The following members of the public may speak at meetings of the Board:

- Westport residents, students and employees of the Board; non-resident consultants to the Board and/or administration invited by the Board.

Speakers must use the following guidelines:

- Comment on non-agenda items will occur during the first 15 minutes except when staff or guest presentations are scheduled.
- Public may speak as agenda topics come up for discussion or information.

- Speakers on non-agenda items limited to 2 minutes each, except by prior arrangement with Chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use the microphone.
- Responses to questions may be deferred if answers not immediately available.
- Board will not engage in dialogue on non-agenda items unless the topic is added to the agenda (regular meetings only) by a 2/3 vote
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

Public Work Sessions

When meetings or parts of meetings are designated as work sessions the Board does not normally invite discussion or questions from the general public, but brief public comment may be permitted at the end of a work session if time permits.

Freedom of Information

In accordance with the Freedom of Information Act (FOIA), the following are not public meetings and thus not subject to posting and other requirements:

- Meetings of personnel search committees
- Meetings for the purpose of discussion of collective bargaining strategy
- Negotiating sessions
- Chance or social gatherings not intended to relate to official business
- Caucuses of the members of a single party, provided that no persons other than the members attend the caucus.

Legal Reference: Connecticut General Statutes

[1-200](#) Definitions.

[1-206](#) Denial of access to public records or meetings.

[1-210](#) Access to public records.

[1-225](#) Meetings of government agencies to be public.

[1-226](#) Recording, broadcasting or photographing meetings.

[1-231](#) Executive sessions.

Bylaw adopted by the Board: August 19, 2002

Bylaws of the Board

Public and Executive Sessions

Public Meetings

All meetings of the Board of Education, regular, special and emergency shall be open to the public with the exception of executive sessions. A chance or social meeting, a caucus, a meeting of a personnel search committee for executive level employment candidates, or a discussion of strategy or negotiations with respect to collective bargaining are not defined as “meetings” under the Freedom of Information Act. A meeting is defined as a hearing or other proceeding of the Board, any convening or assembly of a quorum of the Board and any communication by or to a quorum of the Board, whether in person or by means of electronic equipment to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advocacy power. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Freedom of Information Act.

Executive Sessions

The public may be excluded from meetings of the Board of Education which are declared to be executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken at a public meeting for only one or more of the following reasons, and may not be held for any other reason:

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 meeting.
2. Strategy and negotiations with respect to pending claims and litigation that the Board or a member of the Board, is party.
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 by a political subdivision of the state 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 Subsection (b) of Section 1-210 of the Connecticut General Statutes.

The motion to go into executive session shall identify the persons, in addition to the Board, who shall be invited to be in attendance in the executive session. The persons invited into executive session shall be limited to persons needed to present testimony or opinion pertinent to matters before the Board and such persons' attendance shall be limited to the time period for which their presence is necessary.

Smoking

Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting. A request that there be no smoking during the meeting will be made by the Chairperson during the opening ceremonies.

Non-Meetings

Not every meeting of the Board of Education constitutes a “meeting” under the Freedom of Information Act (FOIA). A meeting does not include:

- Any meeting of a personnel search committee to executive level employment candidates;
- Any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters related to official business;
- Any meeting discussing 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;
- A quorum of the members of the Board who are present at any event which has been noticed and conducted as a meeting of another public agency, in that case, the event shall not be deemed to be a member of the Board as a result of their presence at such event. (For example, if the Board of Education is invited to attend a meeting of the Board of Finance, such a meeting does not have to be noticed and posted by the Board of Education.)

There is no specific executive session privilege for the discussion of collective bargaining issues. However, discussion of “records, reports of strategy or negotiations with respect to collective bargaining” is permitted in executive session, provided that such documents exist.

Absent such documents, such strategy discussions and/or negotiations themselves must be held as a “non-meeting.” Collective bargaining is excluded from the definition of a meeting under the Freedom of Information Act (FOIA). Collective bargaining sessions shall be held outside the scope of the FOIA as a “non-meeting.” Such sessions may be held at any time without posting, and related strategy sessions or updates to the Board of Education may be held either before or after the end of a regular or special meeting, without the need to post such meetings.

(cf. [1331](#) - Smoking in School Facilities)

Legal Reference: Connecticut General Statutes

[1-200](#) Definitions. (as amended by PA 02-130)

[1-206](#) Denial of access to public records or meetings.

[1-210](#) Access to public records.

[1-225](#) Meetings of government agencies to be public.

[1-226](#) Recording, broadcasting or photographing meetings.

[1-231](#) Executive sessions.

[19a-342](#) Smoking prohibited in certain places.

Bylaw adopted by the Board:

**Series 9000
Bylaws**

PUBLIC MEETINGS 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.
- (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.

ADOPTED:_____

REVISED:_____

1/28/05

Bylaws of the Board

Agenda Preparation and Dissemination

Agendas are prepared primarily to enable Board members to participate effectively in discussion and to make well informed judgments concerning the school issues before them. These agendas also enable members of the public to follow the discussion of the Board and to understand the basis for decisions reached.

Preparation

The Superintendent of Schools shall prepare the agenda for each Board meeting in consultation with the Chair. Board members wishing to place items on the agenda should notify the Superintendent sufficiently in advance of the meeting to enable him/her to obtain the information needed for effective discussion.

Members of the public wishing to have an item placed on the agenda should make a written request to the Superintendent. Oral requests may also be made at Board meetings for future consideration, but the Chair may ask for a written statement of the problem if circumstances warrant.

Announcement

A list of items to be included on the agenda will normally be made available to the local news media no later than Friday prior to the meeting. A legal notice of regular meetings will be placed in a newspaper serving the Westport area as required by the Westport Town Charter permitted by State law, the Board may add an item to the agenda at the meeting by a 2/3 vote.

Distribution

Agendas, together with the necessary supporting information, will normally be distributed to members of the Board at least forty-eight hours before each regularly scheduled meeting.

Bylaw adopted by the Board: June 10, 2002

Bylaws of the Board

Agenda Construction/Meeting Materials

The Superintendent of Schools shall prepare all agendas and supportive materials for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chairperson and appropriate members of the administrative staff and as necessary with the Board Secretary. Any Board member who wishes to have an item included on the agenda should notify the Superintendent in sufficient time for the Superintendent to review the request with the Board Chairperson for his or her decision on agenda placement. The agenda shall provide time for members of the public who wish to speak briefly on an item before the Board.

The agenda and supporting materials shall be distributed to Board members prior to the Board meeting in sufficient time to allow the members to consider the issues carefully. Board members seeking inclusion of agenda items are also encouraged to provide supportive and explanatory material.

Agendas shall also be made available to the press, representatives of the community, staff, town agency representatives, school administrators, and to others upon request. Agendas for regular Board of Education meetings shall be available to the public in the Superintendent of School's office, posted on the District's Internet website, and shall be filed with the Town Clerk, not less than 24 hours in advance of the meeting time. The same requirements shall be met for special meetings of the Board unless called in an emergency with less than 24 hours notice.

(cf. [1120](#) Public Participation at Board Meetings)

(cf. [1331](#) Smoke Free Environment)

(cf. [9121](#) Board Officers)

(cf. [9321](#) Time, Place, Notification for Meetings)

(cf. [9324](#) Meeting Conduct & Parliamentary Procedures)

(cf. [9325.1](#) Quorum)

(cf. [9325.2](#) Order of Business)

(cf. [9326](#) Minutes)

Legal Reference: Connecticut General Statutes

[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. (subsection (a) re agenda), (as amended by June 11 Special Session, PA 08-3)

Bylaw adopted by the Board:

**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.

[Note: The following sections are optional. Either may be included at the discretion of the Board:]

- 1) **This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.]**
- 2) **At least _____ Board members must agree to the additional agenda item before it will be placed on the agenda.]**

[Note: The following section is optional:]

- B. **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.

Legal Reference:

Connecticut General Statutes

- 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.

ADOPTED:_____

REVISED:_____

1/28/05

Bylaws of the Board

Order of Business

The following is the normal order of business for regular meetings of the Board:

- A. Call to Order/Pledge of Allegiance
 - 1. Minutes of the previous meeting(s)
- B. *Public Questions and Comments on Non Agenda Items (1st 15 minutes)
- C. Announcements from Board and Administration
- D. Action
- E. Discussion/Action
- F. Discussion
- G. Information
- H. Adjournment

Executive Sessions require a 2/3 vote.

Items may be added to the agenda (regular meetings only) by a two-thirds vote of those present and voting.

No new topic may be started after 10:30 p.m. except by a two-thirds vote of those present and voting.

Public comment first fifteen minutes except when there is a staff or guest presentation.

(Note: the order may change to later depending on length of agenda.)

Bylaw adopted by the Board: June 10, 2002

Bylaws of the Board**Order of Business**

The order of business shall be at the discretion of the Chairperson may include the following items:

1. Call to Order
2. Pledge of Allegiance
3. Requests from Citizens
4. Approval of the Minutes
5. Disbursement Journal
6. Budget Update
7. Committee Reports
8. Communication/Correspondence
9. Report of the Superintendent
10. Information Items
11. Action Items
12. Discussion Items
13. Adjournment

Legal Reference: Connecticut General Statutes

[1-232](#) Conduct of meetings

Bylaw adopted by the Board:

Bylaws of the Board

Parliamentary Procedures

Rules of Order

Regular and special meetings of the Board of Education are held in public, but they are not public hearings unless so designated. Comments from those citizens present will be welcomed at times indicated by the Chair, but such participation shall not be allowed to interfere with the conduct of business by the Board.

Procedure will normally be informal for the sake of simplicity and to minimize diversion of discussion to procedural questions. Board members may, however, involve Robert's Rules of Order, Revised.

A majority of the Board members present is required to approve a motion.

When comments from the public would be particularly helpful to the Board in reaching a decision on an item, the Board may schedule a public hearing devoted exclusively to that item. In any case, final action, on a change in Board policy will not normally be taken at the time of its first discussion or at a public hearing unless postponement until the next Board meeting would hinder the intent of such action.

Upon a 2/3 vote of the members of the Board, new business, not listed on the agenda, may be considered and acted upon at a regular meeting of the Board.

No new topic will be started after 10:30 p.m. except by a 2/3 vote of the members present and voting.

If a person or group of persons is so disruptive that the meeting cannot proceed in an orderly fashion, the meeting may be cleared, except for representatives of the news media not involved in the disturbance. A meeting may be adjourned or continued to a time and place specified in the adjournment or continuance.

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: June 10, 2002

Bylaws of the Board

Meeting Conduct & Parliamentary Procedures

Legal Notice

All Board of Education meetings shall be appropriately posted and conducted as provided by Connecticut General Statutes; under governing statutes, a meeting is any quorum of the Board of Education convened in person or electronically to discuss or act upon a Board matter, but meetings shall not include:

1. any meeting of a personnel search committee for executive level positions;
2. any chance meeting or a social meeting neither planned nor intended for discussing Board of Education business;
3. strategy or negotiations with respect to collective bargaining;
4. a caucus of members of a single political party notwithstanding that such members also constitute a quorum of the Board of Education;
5. communications limited to notice of meetings of the Board of Education or the agendas for such meetings.

Upon written request to the Superintendent of Schools, any person(s) may receive by mail notice of any Board meeting at least one week prior to the meeting where practical. An annual fee, payable to the school district, shall be made for this service. The amount of the fee shall be determined by the Superintendent of Schools and shall be directly related to the cost of providing this service.

Recording, Broadcasting, or Photographing Meetings

The media may record, photograph, broadcast or record for broadcast by persons, newspapers, radio and television stations with 24 hour advance notification and approval by the Superintendent of Schools. Such recording, photographing, broadcasting or recording for broadcasting by persons, newspapers, radio and television stations shall be done as inconspicuously as possible and in such manner as not to disturb the Board of Education meeting.

Conduct of Meetings

In the event that a Board of Education meeting is interrupted by any person or group of persons who render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chairman of the Board of Education shall order the meeting room cleared and continue in session. Only regular items on the agenda may be considered in such case. Media representatives, unless they were disorderly, shall be permitted to attend the sessions held in this manner.

After time has passed, the Chairman, in his or her discretion, may suspend the Board meeting and invite back those members of the public not responsible for the disruption.

Voting Method

Board minutes shall reflect how each member votes on each motion. Board of Education voting shall be by voice votes — with an exception for the election of officers at Board organizational meetings which shall be by initialed or signed ballots.

Except as provided by law, Board Policy, Board Bylaws, or any other binding agreements on the Board, a majority vote of members present and voting shall be sufficient to pass a motion. Abstentions shall not be counted as votes.

Parliamentary Procedures

Board meetings shall be conducted according to the rules of parliamentary procedure laid down in Robert's Rules of Order, New Revised, unless otherwise specified by state law or in written Bylaws for Board of Education operating procedures.

(cf. [9321](#) Time, Place, Notification for Meetings)

Reference: *Robert's Rules of Order, Newly Revised*

Legal Reference: Connecticut General Statutes

[1-200](#) Definitions. ("Public Agency")

[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.

[1-226](#) Recording, broadcasting or photographing meetings.

[1-227](#) Mailing of notice of meeting to persons filing written request.

Bylaw adopted by the Board:

Bylaws of the Board

Meeting Conduct

Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board.

All Board meetings shall commence at the stated time and shall be guided by an agenda which has been prepared and delivered in advance to all Board members and other designated persons.

The conduct of meetings shall, to the fullest possible extent, enable members of the Board to (1) consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and (2) receive, consider and take any needed action with respect to reports of accomplishment of students or of school system operations.

Provisions for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter with prerogative of Board Chairperson to extend the time as appropriate. The Board may modify these limitations at the beginning of the meeting if the number of persons wishing to speak makes it advisable to do so.
2. No boisterous conduct (alternate - inappropriate or disrespectful 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. If necessary, the Chairperson may clear the room so that the Board can continue the meeting.
3. Speakers may offer objective criticism of district operations and programs, but the Board encourages members of the public to address complaints concerning individual district personnel through the proper chain of command. The Chairperson may direct the member of the public to the appropriate means to address concerns brought before the Board; however the Board will not respond with action but will take comments under advisement and direct the comments to the appropriate staff member to address outside of the Board meeting.
4. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by their comments. While it is not the Board's intent to stifle public comment, speakers should be aware that if their statements violate the rights of others under the law of defamation or invasion of privacy, the speaker may be held legally responsible. Speakers unsure of the legal ramification of what they are about to say are urged to consult first with their legal advisor.

The Board of Education may adjourn any regular or special meeting to a specified time and place. If all members of the Board are absent, the clerk may adjourn the meeting. A copy of the notice of adjournment shall be conspicuously displayed near the meeting room door within twenty-four hours of adjournment.

Actions by the Board

No action will be taken unless the subject acted upon was listed in the agenda published for that meeting, except that an item of business not included on the agenda of a regular meeting may be considered and acted upon after a two-thirds vote of the members present and voting to add such business to the agenda.

The Board of Education shall not adopt resolutions except where such adoption is required by law, or where the intent of the Board is to publish a status position of the Board, as in advising the General Assembly of the Board's position on a proposed law, or commending staff members or other agencies for work well done.

All actions taken by the Board shall be identified clearly in minutes of the Board meeting as provided in Bylaw [9326](#), minutes.

(cf. [1120](#) - Board of Education Meetings re Public Participation)

(cf. [1312](#) - Public Complaints)

(cf. [9321](#) - Time, Place, Notification of Meetings)

(cf. [9322](#) - Public and Executive Sessions)

(cf. [9323](#) - Construction/Posting of Agenda)

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](#)-225 Meetings of government agencies to be public

[1](#)-226 Recording, broadcasting or photographing meetings

[19a](#)-342 Smoking prohibited in certain places. Sign required. Penalty

[1](#)-231 Executive sessions

[1](#)-232 Conduct of meetings (re disturbances)

[10](#)-224 Duties of the Secretary

Bylaw adopted by the Board:

9325

Another version of this bylaw.

Bylaws of the Board

Meeting Conduct

Meetings of the Board of Education shall be conducted by the Chairperson of the Board of Education in a manner consistent with the adopted Bylaws of the Board.

All Board meetings shall commence at the stated time or as soon thereafter as a quorum is present and shall be guided by an Agenda which will have been prepared and delivered in advance to all Board Members and other designated persons.

The meetings shall, to the fullest possible extent, enable Members to conduct the business of the Board in an orderly, expeditious manner.

Provisions for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. A 3 minute time limit may be allowed to each speaker with a maximum of 20 minutes per meeting being allocated for any one item of the Agenda.
2. The Chairperson shall not permit actions which disrupt or interrupt the orderly conduct of the Board meeting. A willful participant in such conduct will be asked to leave the meeting of the Board. In case of a general disturbance the meeting room may be cleared except for non-participating representatives of the press.
3. The Board may, by a majority vote, decide to cancel or extend the 20 minutes allotted per item of the Agenda.
4. Questions which can be answered during the meeting may be answered at the option of the Board. Other inquiries which may require analysis/investigation will, at the option of the Board, be answered at a future specified date.
5. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual Board member or individual employee of the Board of Education, whether named or not. All such charges or complaints concerning individual Board members or the Superintendent should be sent to the Chairperson of the Board and to such other Members as deemed appropriate. All such charges or complaints concerning individual deemed appropriate. All such charges or complaints concerning individual employees of the Board should be sent to the immediate superior of the person to whom the complaint relates. If a satisfactory answer is not received, then a written appeal may be filed with the next higher authority.

Bylaw adopted by the Board:

9325

A version from Madison.

Bylaws of the Board

Public Participation At Board Meetings

All regular and special meetings of the Board will be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, it will schedule one or more periods during each meeting for public participation. It may set a time limit on the length of this period and/or a time limit for individual speakers.

Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meeting.

The Board Chairperson will be responsible for recognizing all speakers. To maintain proper order and to adhere to any set time limits, all speakers must properly identify themselves. Questions asked by the public will, when possible, be answered immediately by the Chairperson or referred to staff members present for appropriate reply. Questions requiring investigation will be referred to the Superintendent for consideration and later response.

Members of the public will only be recognized by the Chairperson as the Board conducts its official business at the discretion of the Board.

(cf. [1120](#) - Board of Education Meetings re Public Participation)

(cf. [1312](#) - Public Complaints)

(cf. [9321](#) - Time, Place, Notification of Meetings)

(cf. [9322](#) - Public and Executive Sessions)

(cf. [9323](#) - Construction/Posting of Agenda)

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

[1-225](#) Meetings of government agencies to be public

[1-226](#) Recording, broadcasting or photographing meetings

[19a-342](#) Smoking prohibited in certain places. Sign required. Penalty

[1-231](#) Executive sessions

[1-232](#) Conduct of meetings (re disturbances)

[10-224](#) Duties of the Secretary

Bylaw adopted by the Board:

**Series 9000
Bylaws**

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. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.

2. Smoking

- A. Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.
- B. A sign notifying the public that no smoking is allowed in the place designated for the meeting will be prominently posted.

3. 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 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
 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.

[Note: The following section is optional:]

4. 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 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 of Education 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 of Education 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

- 1-200 Definitions
- 1-206 Denial of access of public records or meeting. Notice. Appeal.
- 1-225 Meetings of government agencies to be public.
- 1-232 Conduct of meetings. (re: disturbances)

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

ADOPTED:_____

REVISED:_____

2/25/08

Bylaws of the Board**Quorum**

A majority of the entire Board membership shall constitute a quorum at any regular or special meeting.

The Board may take no action in the absence of a quorum except to adjourn to another date, unless this Bylaw is waived in accordance with Bylaw 9314.

(cf. [9324](#) Meeting Conduct & Parliamentary Procedures)

(cf. [9314](#) Suspension of Policies, Bylaws, Regulations)

Legal Reference: Connecticut General Statutes

[1](#)-200 Definitions.

Bylaw adopted by the Board:

Bylaws of the Board

Vote Recording

The votes of each member of the Board upon any issue before any regular, special or emergency session meeting of the Board shall be reduced to writing and made available for public inspection within 48 hours, (excluding any Saturday, Sunday or legal holiday for votes or minutes of special and emergency special meetings) and shall also be recorded in the minutes of the session at which taken, which minutes shall be available for public inspection as noted below.

Minutes

The Secretary of the Board of Education shall keep minutes of all meetings of the Board. Copies of the proceeding shall be made for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in the central office. Minutes shall be made available to the public for inspection within seven days after each meeting. The votes or minutes of a special meeting shall be made available to the public for inspection within seven days after each such meeting, excluding any Saturday, Sunday or legal holiday. The minutes of any emergency special meeting shall specify the nature of the emergency and shall be available within 72 hours of the meeting.

Legal Reference: Connecticut General Statutes

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. (as amended by P.A. 99-71: An Act Clarifying Certain Time Periods in the Freedom of Information Act Eliminating Outdated and Unnecessary Freedom of Information Provisions.)

Bylaw adopted by the Board:

**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.

ADOPTED: _____
REVISED: _____

3/23/99

Bylaws of the Board

Minutes

The Board of Education Recorder/Clerk shall keep the minutes, a record of all Board of Education proceedings as required by statutes which shall be a complete and permanent record of Board of Education meeting action, including resolutions and motions in full. Minutes should always reflect Board of Education action and related discussion rather than attempting to provide a verbatim account of the meeting.

The minutes of the meetings of the Board of Education shall include the following items:

1. The kind of meeting, date and place of meeting.
2. The call to order, stating time, name and title of presiding officer.
3. The names of those members in attendance.
4. A notation of presence or absence of Superintendent of Schools and other staff members.
5. A record of any corrections to the minutes of previous meetings and the actions approving them.
6. A record of all communications presented to the Board of Education.
7. A record of the hearing of all petitions of citizens.
8. A record of any reports of Board of Education members or staff members.
9. The disposition of all matters on which action was recommended.
10. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
11. All decisions concerning future meetings and agendas.
12. By request, a brief statement of a Board member may be included.

One copy of the official minutes shall be maintained in the Office of the Superintendent, and one copy in the Office of the Town Clerk. They shall be made available to interested citizens upon request.

Board of Education minutes shall be available in unapproved form, within 72 hours of a Board of Education meeting excluding Saturdays, Sundays, and legal holidays; a written record of Board of Education votes shall be available for public inspection in the Superintendent's Office within 48 hours of a Board of Education meeting excluding Saturdays, Sundays and legal holidays. (In determining the time, herein, any day on which the Board of Education Office is closed shall also be excluded.) Votes taken shall also be reflected in the minutes of each meeting and the minutes shall be available for public inspection and posted on the Board's website. (posting on website is at the discretion of the Board)

Copies of the minutes of a meeting shall be sent to all members of the Board of Education before the meeting of which they are to be approved. Permanent minutes shall be signed by the Board of Education Secretary.

Any public meeting of the Board of Education may be photographed, broadcast, or recorded for broadcast providing there is no disruption of the Board's meeting.

The Board of Education Recorder may tape Board of Education meetings for the purpose of assisting in the transcription of written minutes. Once the minutes have been approved by the Board of Education, the tapes will be destroyed.

Legal Reference: Connecticut General Statutes

[1-225](#) Meetings of government agencies

[10-218](#) Election of officers

[10-224](#) Duties of the secretary

Bylaw adopted by the Board:

**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 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.

ADOPTED:_____

REVISED:_____

9/12/14

Bylaws of the Board

Taping/Recording Board Meetings

1. Board of Education public meetings shall be recorded.
2. The recordings shall be retained for one year.
3. The recordings are not to be considered part of the minutes.

Recording Devices

1. Broadcasting and recordings of meetings are permitted and electronic and photographic audio and video devices may be used at meetings of the Board of Education according to the following guidelines:
2. Persons operating recording devices are asked not to
 - a. Obstruct the view between members of the audience and the Board of Education,
 - b. Disrupt the proceedings by holding interviews,
 - c. Provide commentary in a manner that distracts Board members.

Bylaw adopted by the Board: June 10, 2002

Bylaws of the Board

Meeting Conduct & Parliamentary Procedures

Legal Notice

All Board of Education meetings shall be appropriately posted and conducted as provided by Connecticut General Statutes; under governing statutes, a meeting is any quorum of the Board of Education convened in person or electronically to discuss or act upon a Board matter, but meetings shall not include:

1. any meeting of a personnel search committee for executive level positions;
2. any chance meeting or a social meeting neither planned nor intended for discussing Board of Education business;
3. strategy or negotiations with respect to collective bargaining;
4. a caucus of members of a single political party notwithstanding that such members also constitute a quorum of the Board of Education;
5. communications limited to notice of meetings of the Board of Education or the agendas for such meetings.

Upon written request to the Superintendent of Schools, any person(s) may receive by mail notice of any Board meeting at least one week prior to the meeting where practical. An annual fee, payable to the school district, shall be made for this service. The amount of the fee shall be determined by the Superintendent of Schools and shall be directly related to the cost of providing this service.

Recording, Broadcasting, or Photographing Meetings

The media may record, photograph, broadcast or record for broadcast by persons, newspapers, radio and television stations with 24 hour advance notification and approval by the Superintendent of Schools. Such recording, photographing, broadcasting or recording for broadcasting by persons, newspapers, radio and television stations shall be done as inconspicuously as possible and in such manner as not to disturb the Board of Education meeting.

Conduct of Meetings

In the event that a Board of Education meeting is interrupted by any person or group of persons who render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chairman of the Board of Education shall order the meeting room cleared and continue in session. Only regular items on the agenda may be considered in such case. Media representatives, unless they were disorderly, shall be permitted to attend the sessions held in this manner.

After time has passed, the Chairman, in his or her discretion, may suspend the Board meeting and invite back those members of the public not responsible for the disruption.

Voting Method

Board minutes shall reflect how each member votes on each motion. Board of Education voting shall be by voice votes — with an exception for the election of officers at Board organizational meetings which shall be by initialed or signed ballots.

Except as provided by law, Board Policy, Board Bylaws, or any other binding agreements on the Board, a majority vote of members present and voting shall be sufficient to pass a motion. Abstentions shall not be counted as votes.

Parliamentary Procedures

Board meetings shall be conducted according to the rules of parliamentary procedure laid down in Robert's Rules of Order, New Revised, unless otherwise specified by state law or in written Bylaws for Board of Education operating procedures.

(cf. [9321](#) Time, Place, Notification for Meetings)

Reference: *Robert's Rules of Order, Newly Revised*

Legal Reference: Connecticut General Statutes

[1-200](#) Definitions. ("Public Agency")

[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.

[1-226](#) Recording, broadcasting or photographing meetings.

[1-227](#) Mailing of notice of meeting to persons filing written request.

Bylaw adopted by the Board:

Bylaws of the Board

Meetings

Electronic Mail Communications

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) is to expedite the exchange of information. E-mail gives Board members quick access to one another.

Guidelines for Board E-Mail Usage

The Freedom of Information Act mandates that all meetings of public bodies such as School Boards be open to the public and that records received and/or retained by public agencies be available to the public for inspection and copying. It is the policy of the Board of Education that the rules governing use of district e-mail be clarified and that such e-mail shall not be used in a manner to deprive the public of its rights under the Freedom of Information Act. Accordingly, this bylaw sets forth guidelines for e-mail use by Board members when communicating with other Board members on the district e-mail account provided for their convenience.

1. E-mail, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and may be subject to public disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or to vote informally on any issues.
3. As is true with all e-mail systems, the systems' administrators could, under unusual circumstances, read the content of e-mail messages and/or override passwords. Therefore, Board members should not presume privacy or security in any e-mail communications made on the district account members. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe that a password has been lost or stolen, or that e-mail is being accessed by someone without authorization, he/she shall notify the Superintendent.
4. Board members should exercise discretion in discussing personnel issues and other sensitive subjects through e-mail communications. The confidentiality of employee data, pupil data, and other information privileged under law should be maintained.

Any use of district e-mail contrary to the guidelines set out above shall be reported immediately to the Superintendent.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

[1-18a](#) Definitions.

[1-19](#) Access to public records. Exempt records.

[1-19a](#) Disclosure of computer-stored public records.

Policy adopted: August 19, 2002

Bylaws of the Board

Meetings

Electronic Mail Communications

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) is to expedite the passage of information. E-mail gives Board members quick access to one another. Communication among Board members via e-mail should conform to the same standards as other forms of communication. (i.e., committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, e-mail is an effective communications tool and can provide a formal record.

All Board members are encouraged to access e-mail. It will be the responsibility of individual Board members who use e-mail to provide hardware, hook-up and pay all consumable expenses associated with e-mail usage.

Guidelines for Board E-Mail Usage

The Freedom of Information Act mandates that all meetings of public bodies such as school Boards be open to the public. It is the policy of the Board of Education that E-mail shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this bylaw sets forth guidelines for the uses intended to be made of E-mail by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Security of e-mail communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen, or that e-mail is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Any usage contrary to the aforementioned shall be reported immediately to the Superintendent and may result in the suspension and/or revocation of system access.

Accessing E-Mail

In an effort to encourage all Board members to access E-mail, while maintaining public fiscal responsibility, the Board of Education will loan to any Board member needing access, a modem, computer (when surplus is available), and other hardware peripherals to be returned to the Board office upon leaving office. It will be the individual Board member's responsibility to provide the hook-up and pay all consumable expenses associated with E-mail usage. In the event a Board member elects not to access E-mail, a hard copy of all E-mail directed to "Board" will be placed in the Board packet delivered via courier, and will also be accessible in the Board of Education Office.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

[1-200](#) Definitions.

[1-210](#) Access to public records. Exempt records.

[1-211](#) Disclosure of computer-stored public records.

Bylaw adopted by the Board:

ADDITIONAL CABE MODEL POLICIES

Bylaws of the Board

Role of Board and Members (Powers, Purposes, Duties)

The Board of Education is the governing body of the school district and derives its power and exists under the Constitution and General Statutes of the State of Connecticut and the regulations of the Connecticut State Board of Education.

Legal Reference: Connecticut General Statutes

[1](#)-200 Definitions.

[10](#)-186 Duties of local and regional boards of education.

[10](#)-220 Duties of boards of education.

[10](#)-221 Boards of education to prescribe rules.

[10](#)-240 Control of schools.

[10](#)-241 Powers of school districts.

Bylaw adopted by the Board:

Bylaws of the Board

Limits of Authority

General

The Board of Education's statutory authority as spelled out in Board policy 9000 is to be exercised collectively by Board of Education members in public meetings of the Board and in committee meetings. Except for specific responsibilities of the Board officers set forth in Board policy 9121, individual members of the Board have no individual authority in district schools, unless carrying out an assignment specifically authorized at a meeting of the Board, but exercise governance as part of the entire Board of Education or of a specifically authorized committee working under specific committee charges from the Board.

Elected Members of the Board of Education

Members of the Board of Education are expected to represent and balance the educational interests of students in the public schools, district citizens, and the State of Connecticut through:

1. advocacy for appropriate educational opportunities for district students;
2. regular attendance at Board meetings;
3. participation in meeting discussions on issues before the Board;
4. suggesting agenda topics to the Superintendent of Schools or the Board of Education Chairperson;
5. regular attendance and fulfilling responsibilities on committees to which they are appointed;
6. becoming knowledgeable about Board authority, constraints, and procedures;
7. becoming informed about local schools and their educational programs and activities;
8. representing the community as part of a representative democratic governmental body;
9. understanding and following Board of Education policy.

Optional

Non-Voting Student Members of the Board of Education

Student members of the Board are expected to represent the student body and the Board of Education through:

1. regular attendance at Board meetings and in executive sessions of the Board to which they may be specifically invited;
2. participation in meeting discussions of issues before the Board;
3. suggesting agenda topics to the Superintendent of Schools or the Board of Education Chairperson;
4. regular attendance and fulfilling responsibilities on committees to which appointed;
5. becoming knowledgeable about Board authority, constraints, and procedures;

6. serving as liaisons between the student body and the Board of Education and the student council and the Board of Education;

7. understanding and following Board of Education policy.

(cf. [1312](#) Public Complaints)

(cf. [4118.21](#) Academic Freedom)

(cf. [5145.2](#) Freedom of Speech/Expression)

(cf. [6144](#) Controversial Issues)

(cf. [9000](#) Role of Board Members)

(cf. [9121](#) Duties of Board Officers)

Bylaw adopted by the Board:

Bylaws of the Board

Public Statements

The Board of Education recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input.

Communication will be a concurrent responsibility of the Board of Education and the Superintendent of Schools. The Superintendent of Schools will work with the members of the Board of Education to conduct an active and comprehensive program throughout the school district and community for the prompt dissemination of information about decisions made at all Board meetings. Releases to the press and brief summaries of Board meeting actions prepared for distribution to staff members and parent/guardians are regarded as appropriate media of information for meeting the requirements of this Bylaw. Press releases relative to Board of Education action shall be released only by the Board Chairperson or the delegated agent of the Board.

(cf. [1112](#) - News Media Relationships)

(cf. [1120](#) - Public Participation at Board of Education Meetings)

Bylaw adopted by the Board:

Bylaws of the Board

Public Statements

Advocacy

The Board of Education believes that advocacy is a critical part of its activity and an important responsibility of school Board members. Advocacy is engagement in the political process at local, state and national levels to influence the public policies that affect Boards of education and school children.

Education advocacy requires the Board of Education to publicly state what is needed to achieve effective public education. It is a recognition that the Board of Education has an important message to deliver to all governmental levels, the media and community, that affect educational policy and power to influence outcomes.

Education must be a priority in local, state and national policy and actions. Advocacy is necessitated by the many laws mandated on the school district by the state and federal government as well as regulations promulgated by state and federal departments of education.

School Board members, respected by legislators are powerful advocates, with the responsibility to explain to legislators, the local impact of state and federal policy decisions. Local school Board members must help the Connecticut Association of Boards of Education deliver its message to legislators.

In fulfilling its advocacy responsibilities, the Board of Education will cooperate with parent groups, other educators, special interest groups, business and service organizations other school Boards, CAFE, and community members to achieve favorable legislation on education issues. Coalition building is critical to effective advocacy.

The Board of Education will develop a plan to fulfill its advocacy responsibilities.

To fulfill its advocacy role, the Board of Education will:

1. join a broad advocacy network, including CAFE membership, at the state and national levels;
2. nominate, at the annual organizational meeting, a point person to be the conduit for information and action; with the power to write and contact legislators on behalf of the entire Board;
3. schedule time at Board meetings for a report on state and national advocacy issues;
4. recognize the Board of Education Chairperson, or his/her designee, as the press spokesperson for the Board of Education on state and national educational issues;
5. use varied available means of communication, such as newsletter, general media, public forums to publicize federal and state legislative policy issues being addressed by the Board;
6. agree, as a Board, in its lobbying effort on the particular issues and tactics, to be given priority;
7. cooperate, in a coalition with other Boards of Education, teachers, parents, administrators, local elected officials, business and community leaders on agreed upon education lobbyist issues;
8. use media as an advocacy tool, meeting with the editorial board of newspapers serving the local area, writing letters to the editor and talking with reporters on educational legislative issues.

Bylaw adopted by the Board:

July 26, 2018 Page 127

Bylaws of the Board

Attorney

The attorney of the _____ Board of Education shall be the legal advisor of the Board and its officers in questions related to their official duties. The Board of Education may appoint, either on a full-time or retainer basis, an attorney or attorneys to serve as school attorney. The primary function of the attorney is to provide professional legal counsel and representation for the Board and Superintendent.

Alternate language: The Board recognizes that the increasing complexity for school district operations frequently requires procurement of professional legal services. Therefore, the Board shall designate an attorney and/or law firm to provide such services on an ongoing basis. The school attorney(s) shall be admitted to practice law in Connecticut. The Board reserves the right to obtain legal services outside of its designated attorney/law firm as deemed appropriate.

A decision to seek legal advice or assistance on behalf of the District shall normally be made by the Superintendent or Board Chairperson in accordance with Board policy and when an obvious need exists. Such services may also be obtained as a consequence of a formal vote of the Board.

Alternate language: To ensure the prudent and cost-effective use of legal services, the District will limit and designate the persons with the authority to request services or advice from contracted legal counsel. [The persons authorized to confer with and/or seek the legal advice of the Board attorney include the Superintendent or his/her designee, Business Manager, Special Education Director, and Chairperson of the Board.] The Board may authorize a specific member to confer with legal counsel on its behalf. Legal counsel will not be used unnecessarily to make management decisions or to obtain readily available information such as district policies.

The attorney shall:

1. Represent the Board of Education in legal proceedings.
2. Give his/her written opinion on all legal questions referred to him/her by the _____ Board of Education or the Superintendent.
3. Attend _____ Board of Education meetings, conferences and other meetings as requested by the Board, Superintendent, Board Chairperson or Board committee.
4. Fulfill such other legal duties as the _____ Board of Education may assign.

Alternate language:

Legal services required by the District may include, but not be limited to:

1. Providing general legal advice to the Board and/or administration;
2. Assisting with labor negotiations;
3. Assisting with personnel matters;

4. Assisting with expulsions and other disciplinary matters;
5. Conduct and/or assist with pending or actual litigation involving the District;
6. Other specialized legal services; and
7. Attendance at Board meetings or other activities as appropriate.

The performance of the school attorney(s) shall be subject to annual evaluation by the _____ Board of Education and the Superintendent. Such evaluation shall include the areas of efficiency and adequacy of advice; results obtained for the District; reasonableness of fees; and responsiveness to and interactions with the Board, administration, and community.

The Board retains the right to terminate the service of any attorney.

Bylaw adopted by the Board:

Bylaws of the Board**Board Representatives****Appointments to Town Boards, Committees and/or Commissions**

The Chairperson shall appoint representatives of the Board of Education to Town Boards, Committees or Commissions. Such appointments shall be for one year or until the discharge of the assigned function of said Board, Committee or Commission.

Bylaw adopted by the Board:

Bylaws of the Board

Board Consultants

The Board of Education will from time to time engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which present staff is unable to provide. The kinds of assistance sought from consultants may include, but will not necessarily be limited to the following:

1. Conducting fact-finding studies, surveys, and research;
2. Providing counsel or services requiring special expertise;
3. Assisting the Board in developing policy and program recommendations.

Before engaging a consultant, the Board may require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will detail:

1. The specific objectives to be accomplished by the consultant;
2. The specific tasks to be performed;
3. The procedures to be used in carrying out the tasks;
4. The target dates for completion of tasks;
5. The method to be used to report results to the Board and/or to deliver any "product" (e.g., long-range plans, codified policy manual, etc.) to the Board; and
6. Costs.

Bylaw adopted by the Board:

Bylaws of the Board

Qualifications of Members

A Board of Education member must be a resident elector of the district. Therefore, he/she must be at least eighteen (18) years of age and a citizen of the United States.

Under state law, no member of the Board shall be employed for compensation in any position in the school system. Should a Board member be subsequently employed in the school system, his/her position on the Board shall become vacant.

(cf. [9270](#) Conflict of Interest)

Bylaw adopted by the Board:

Bylaws of the Board

Orientation of Board Members

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board of Education's functions, policies and procedures and operation of the school district before the member takes office. The following methods shall be employed:

1. The incoming member shall be given selected materials on the function of the Board of Education and the school district.
2. The incoming member shall be invited to attend Board meetings and functions and to participate in its discussions.
3. The incoming member shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board and the school district.

Alternate language: The Superintendent shall arrange a meeting of the Board Chairperson, the Superintendent and the new member for the purpose of answering questions and acquainting the member with the district.

4. The incoming member shall be provided with a copy of the Board 's policies and bylaws, administrative regulations and copies of pertinent materials developed by the State School Board Association, Board minutes for the past year and other helpful information explaining the Board's roles and responsibilities.
5. The Board Chairperson or designee shall arrange a meeting with new Board member(s) for the purpose of explaining and answering questions about Board processes and procedures.
6. The Board Chairperson may request a veteran Board member to mentor a new member.
7. The incoming member may attend, at district expense, workshops for newly elected members as approved by the Board of Education.

Candidates

The Superintendent or his/her designee shall invite all current candidates for the office of Board of Education member to attend (1) Board meetings, except that this invitation shall not extend to any executive sessions, and (2) pre-election workshops for candidates.

Bylaw adopted by the Board:

Bylaws of the Board

Board Member Development

Version 1

The complexity of Board of Education membership demands opportunities for development, study and training for Board members. The Board of Education places a high priority on the importance of a planned and continuing program of in-service education for its members.

or

The Board of Education desires that its individual members learn, understand and practice effective governance principles. The Board is responsible for member orientation and development. Board members have an equal opportunity to attend state and national meetings designed to familiarize members with public school issues, governance and legislation.

In order to develop leadership capabilities, become informed about current issues in education, and improve their skills as members of a policy-making body, Board members will participate in opportunities for development that may include, but not be limited to, the following:

- In-service activities planned by the Board and by the administration for staff members, as appropriate;
- Participation in conferences, workshops and conventions held by State and National School Boards Associations and other educational organizations;
- Subscriptions to publications addressing Board member concerns.

Recognizing the need for continuing training and development of its members, the Board of Education encourages the participation of all members in appropriate conferences, conventions and workshops. To control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- The Superintendent of Schools will inform Board members, in a timely manner, of upcoming conferences, conventions and workshops. The Board will decide which meetings appear to be most likely to produce the greatest benefit to the Board and the district;
- Funds for participation at such meetings will be budgeted. When funds are limited, the Board will designate which members would be most appropriate to participate at a given meeting;
- If authorized to attend, and reimbursement is approved by the entire Board, Board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred;
- When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share, by means of written or oral reports, information, recommendations and materials acquired at the meeting.

Bylaws of the Board

Board Member Development

Version 2

The school board in modern America faces a difficult set of challenges. It must fashion a quality educational program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of our community's school facility. It is right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.

The Board of Education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall plan specific in-service activities designed to assist Board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of the local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may/shall be budgeted annually to support the program. The Board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed about the Board's continuing in-service education and about the program's anticipated short and long range benefits to our schools.

The Board regards the following as kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops and conventions held by CABE and NSBA.
2. District-sponsored training sessions for Board members.
3. Subscriptions to publications addressed to the concerns of Board members.

In order to control the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidelines:

1. The Superintendent shall maintain a calendar of school board conferences, conventions and workshops. The Board will periodically decide which meetings appear to be most promising in terms of producing benefits to the District.
2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
3. Board members will be reimbursed for their travel expenses.
4. When a convention, conference or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.
5. To provide such development, the Board shall annually provide membership in the Connecticut Association of Boards of Education.

Board members are encouraged to attend workshops presented by CABE and NSBA.

Professional journals and books in school professional libraries shall be made available to all Board members.

(cf. 1100 - Communication with the Public)

(cf. [4133](#) - Travel Reimbursement)

Bylaw adopted by the Board:

Bylaws of the Board

Board Member Protection

The _____ Public Schools shall maintain adequate insurance to protect the district and its Board of Education against loss because of fire, damage to school property, loss to other property, or general liability resulting as a responsibility of the school district, and save harmless its Board and staff while acting in behalf of the school district.

Legal Reference: Connecticut General Statutes

[10-235](#) Indemnification of teachers, board members and employees in damage suits; expenses of litigation.

[10-236](#) Liability insurance.

[10-236a](#) Indemnification of educational personnel assaulted in the line of duty.

Bylaw adopted by the Board:

Bylaws of the Board

Code of Conduct on Data Use

As a guide to the appropriate use of data in the decision-making process, Board members should:

1. Request information and data gathered by District staff that helps the Board members make better-informed decisions about policies affecting student achievement district-wide.
2. Request data as a Board, not as an individual, unless the information is readily available and will not redirect staff time.
3. Use data to represent all of the Board member's constituents honestly and equally and refuse to surrender the Board member's responsibilities to special interest or partisan political groups.
4. Avoid using the Board position, and the information data supplies as a result of Board membership, for personal gain.
5. Recognize that decisions can be made only by a majority vote at a Board meeting after everyone on the Board has had adequate time to review all the data and information.
6. Respect the confidentiality of privileged information.
7. Abide by majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.

Bylaw adopted by the Board:

Bylaws of the Board

Board/School District Records

Any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by the Board of Education or the school district, whether handwritten, typed, tape recorded, printed, photostated, photographed, or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. The Board recognizes the need for its records to be stored as a blend of printed, bound and electronically recorded (i.e., audiotapes, videotapes, micro-fiche, computer disk) material. All such records shall be maintained at the office of the Superintendent of Schools, who shall be the custodian of all public records of the district.

Not included in the category of public records to which the privilege of access is given are the following:

1. Preliminary drafts or notes provided the custodian or the Board of Education has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure.
2. Personnel or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
3. Records pertaining to strategy and negotiations with respect to pending claims and litigation to which the district is a party until such litigation or claim has been adjudicated or otherwise settled.
4. Trade secrets.
5. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
6. The contents of real estate appraisals, engineering or feasibility estimates and evaluation made for or by the district relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated (except that the law of public domain is not affected by this provision).
7. Records, reports and statements of strategy or negotiations with respect to collective bargaining.
8. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney client relationship.
9. Names or addresses of students enrolled in the public schools without the consent of each student whose name or address is to be disclosed who is eighteen or older and a parent or guardian of such minor student.
10. Records including engineering and architectural drawings; security systems' operational specifications (except a general description, cost and quality of the system); training manuals that describe security procedures, emergency plans or security equipment; internal security audits; and logs and other documents containing information on security personnel movement or assignments if reasonable grounds exist to believe their release would pose a safety risk, including harm to anyone, a facility or equipment.
11. Security manuals, emergency plans, emergency recovery or response plans and staff meeting minutes or records or portions of them that contain or reveal security information or otherwise exempt records.
12. Educational records not subject to disclosure under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 123g; as amended.

13. Records of standards, procedures, processes, software and codes not otherwise available to the public, the disclosure of which would compromise the security or integrity of an information technology system.

Availability of Records

Any person shall receive promptly on request, a plain or certified copy of any public record except those which access is not permitted under law, at a cost not to exceed fifty cents per page. If any copy requested required a printout or transcription, or if any person applies for a printout or transcription of a public record, the fee shall not exceed the cost to the school district. The district will require prepayment of the fee if the fee is estimated to be two dollars or more. There will be no sales tax for this service. There will be no charge if the person requesting the record is an indigent, the record requested is exempt from disclosure, or if, in the judgment of the custodian of records, compliance with the request benefits the general welfare.

An additional charge of one dollar for the first page and fifty cents for each additional page may be made for certification of any records or of any fact within the record.

An individual may use a "hand-held" scanner* to copy a public record. The Board establishes a fee structure not to exceed twenty dollars (\$20) for an individual to pay each time the individual copies records at the Board offices with a hand held scanner.

*A hand-held scanner is defined by C.G.S. [1-212\(g\)](#) as a battery-operated electronic scanning device the use of which (1) leaves no mark or impression on the public record, and (2) does not unreasonably interfere with the operation of the public agency.

The Board considers the use of a "smartphone" as analogous to a hand-held scanner and therefore, subject to a twenty dollar (\$20) flat fee.

(Alternate position): The Board considers cell phones with camera capability not a hand-held scanner. Such phone cannot be used to take pictures of any records. The school district will make copies of the requested permissible records at the rate of fifty cents per page.

The Superintendent, on behalf of the Board of Education, shall notify an employee in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would invade the employee's privacy.

Designation of Records Access Officer (optional)

1. The Superintendent of Schools is designated as Records Access Officer of the School District, who shall have the duty of coordinating the School District's response to public requests for access to records, in accordance with Connecticut Freedom of Information Commission rules and regulations.
2. The Records Access Officer is responsible for assuring that District personnel:
 - a. Assist the requester in identifying requested records, if necessary.
 - b. Upon locating the records, take one of the following actions:
 1. Make records promptly available for inspection; or
 2. Deny access to the records in whole or in part and explain the reasons therefore.
 - c. Upon the request for copies of records:
 1. Make a copy available upon payment or offer to pay established fees.
 - d. Upon request, certify that a transcript is a true copy of the records.

e. Upon failure to locate records, certify that:

1. The District is not the legal custodian for such records.
2. The records of which the District is a custodian cannot be found after diligent search.

Requests for Public Access to Records

1. Requests for inspection of records shall be made at least four (4) working days in advance to the Records Access Officer.
2. The Records Access Officer shall respond promptly to a request for records. Except under extraordinary circumstances, the District shall make response no more than four (4) working days after receipt of the request.
3. A request shall reasonably describe the record or records sought. Whenever possible, a person requesting records shall supply information regarding dates, file designations or other information that may help to describe the records sought.
4. If the District does not provide or deny access to the record sought within four (4) business days of receipt of a request, the District shall furnish a written acknowledgment of receipt of the request and statement of the approximate date when the request will be granted or denied. If access to records is neither granted nor denied within ten business days after the date of acknowledgment of receipt of a request, the request may be construed as a denial of access that may be appealed.

Denial of Access to Records (optional)

1. If the District fails to respond to a request within four (4) business days of receipt of a request, such failure shall be deemed a denial of access by the District.
2. Any person denied access to records may appeal to the State Freedom of Information Commission identifying:
 - a. The date and location of a request for records;
 - b. The records that were denied; and
 - c. The name and return address of the appellant.

Legal Reference: Connecticut General Statutes

[1-15](#) Application for copies of public records.

[1-200](#) Definitions.

[1-210](#) to [1-213](#) Access to public records. (as amended by PA 02-113)

[1-211](#) Access to computer stored records.

[1-212\(g\)](#) Copies and scanning of public records

[1-214](#) Public contracts as part of public records.

[1-225](#) to [1-240](#) Meetings of public agencies.

Paulsen v. Superintendent of Schools, Bethel Public Schools, #FIC 2015-663 (June 8, 2016)

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Federal Rules of Civil Procedure - 2006 Amendments

Bylaw adopted by the Board:

Bylaws of the Board**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 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 by the Board:

Bylaws of the Board

School Board Legislative Program

The Board of Education, as an agent of the state, must operate within the bounds of the state and federal law affecting public education. If the Board is to meet its responsibilities to the residents and students of the community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end:

The Board will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.

The Board will work with its state and federal legislative representatives, with the Connecticut Association of Boards of Education, the National School Boards Association, and other concerned groups in developing an annual, as well as long-range, legislative program. The Board will make its position known to the Connecticut Association of Boards of Education and to appropriate legislators. This cooperation is necessary because the Board recognizes the importance of sound and constructive state legislation in establishing the frame work and support for public education.

The Board will annually designate a legislative representative to serve as its liaison with the Connecticut Association of Boards of Education Government Relations Committee and/or Delegate Assembly. This person will be authorized to speak on the Board's behalf with respect to legislation being considered at the state or national level. In all dealings with individual elected representatives, the legislature, or Congress, the Board's representative will be guided by the official positions taken by the Board. The legislative representative will also monitor proposed school legislation and inform the Board of the issues.

Bylaw adopted by the Board:

Bylaws of the Board

Monitoring Products and Processes

Self Evaluation

The Board of Education is made up of duly elected individuals to oversee the Public Schools of the community. This very responsible and complex job requires that the Board blend its diverse opinion into a common purpose which will give direction to the school system. The local community looks to its Board of Education to provide leadership for the school system. The success of the system depends on how well that role is carried out.

Therefore, it shall be the policy of the Board of Education that there shall be an annual program of self evaluation in which each member shall participate.

Annually the Board will schedule dates to conduct its self evaluation. The evaluation will include, but not be limited to, the following leadership areas: community leadership of education, influencing educational policy, community involvement, communicating with the public, the decision making process, planning and setting goals, allocating resources, developing Board policy, policy oversight, selecting and evaluating the Superintendent, working with the Superintendent, promoting good employee relations, setting expectations for Board member conduct, conducting the work of the Board, Board member development.

Policy Review and Evaluation

The Board shall follow through the policies it has formulated. It shall evaluate how the policies have been executed by the school staff, and shall weigh the results. The Board shall rely on the school staff, students, and the community to provide evidence of the effect of the policies which it has adopted.

Legal Reference: Connecticut General Statutes

[10-220](#) Duties of boards of education.

Bylaw adopted by the Board:

Board of Education Self-Evaluation

Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A "NA" rating is also provided if you are unable to rate on an item for any reason. A space for comments is also provided on page 11 and 12.



Vision	5	4	3	2	1	Not sure
1. The Board has a vision/mission for the school district with a primary focus on student achievement.						
2. The vision/mission and goals are developed collaboratively with staff and the community.						
3. The Board institutes a process for long-range and strategic planning that aligns with the vision/mission for the district.						
4. The Board uses the district policy manual to create a culture that supports the vision and goals of the district.						
5. The Board expresses in the vision/mission the belief that high quality instruction in every classroom is the foundation for high achievement for all students.						
6. The Board communicates clearly the goals and expectations for the district, staff, and students with an emphasis on high achievement for all students in the district.						
7. The Board develops goals that align with the vision/mission for the district, foster continuous improvement and remain the highest priorities.						
Total Vision						
Community Leadership						
8. The Board communicates and interprets the school district's vision/mission to the public and listens, and incorporates appropriate community perspectives into board actions.						
9. The Board works to promote the accomplishments of the district within the district and community at large.						
10. The Board advocates at the national, state and local levels for students and the school district and promotes the benefits of public education.						
11. The Board collaborates with other school boards, superintendents, agencies, and other bodies to inform federal, state and local policy makers of concerns and issues related to education.						
12. The Board provides community leadership on educational issues by creating strong linkages with appropriate organizations, agencies, and other groups to provide for healthy development and high achievement for all students.						
Total Community Leadership						

Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A "NA" rating is also provided if you are unable to rate on an item for any reason. A space for

comments is also provided on page 11 and 12.

Board Operations	5	4	3	2	1	Not sure
13. The Board ensures the District policy manual is up-to-date and comprehensive.						
14. The Board conducts meetings that are efficient, effective and focus primarily on student achievement and other district priorities.						
15. The Board makes decisions based on analysis of relevant research and data.						
16. The Board adopts a fiscally responsible budget based on the district's priorities and regularly monitors the fiscal health of the district.						
17. The Board collectively executes its legal responsibilities and ensures the district adheres to all federal and state laws and board policies.						
18. The Board provides appropriate support (including quality professional development) for programs and initiatives consistent with the vision/mission of the district.						
19. The Board conducts a comprehensive orientation to familiarize new board members with their role on the team.						
20. The Board conducts an effective annual self-evaluation.						
21. The Board participates in professional development specifically regarding its roles and responsibilities and on relevant content areas.						
22. The Board belongs to, actively supports and participates in professional organizations.						
Total – Board Operations						
Board Ethics	5	4	3	2	1	Not sure
23. The Board establishes a <i>Code of Ethics</i> and conducts business in accordance with the code.						
24. The Board members maintain confidentiality regarding sensitive communications.						
25. The Board members honors board decisions even when the vote is not unanimous.						
26. The Board does not let politics interfere with district business.						
27. The Board deals with both internal and external conflicts openly, honestly and respectfully.						
Total Board Ethics						

Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A "NA" rating is also provided if you are unable to rate on an item for any reason. A space for comments is also provided on page 11 and 12.

Board Superintendent Team	5	4	3	2	1	Not sure
28. The Board works effectively with the Superintendent as a collaborative leadership team to focus priorities around high achievement for all students in the district.						
29. The Board sets aside time, at least semi-annually, to discuss board/superintendent relations.						
30. The Board demonstrates support and respect for the Superintendent's role as the chief executive officer of the district.						
31. The Board provides direction to the Superintendent as a whole, not from individual Board members.						
32. The Board follows the chain of command as identified by board policy.						
Total – Board Superintendent Team						
Grand Total						
Average						

Please add any additional comments here (comments will be shared with participants):

Vision: _____

Community Leadership: _____

Board Operations: _____

Board Ethics: _____

Board/Superintendent Relations: _____

General Comments: _____

Westport Town Charter Sections Pertaining to Board of Education

§ C1-3. - Organization of Town Government.

For purposes of this charter, an elector shall be defined as an individual who is a resident of Westport and is registered to vote in Westport.

The government of the Town shall consist of the following officers and bodies:

A. *Elected positions.* Must be filled by electors of the Town.

<i>MEMBERS</i>	<i>BODY</i>	<i>TERM</i>
3	Board of Selectmen	4 years*
3	Board of Assessment Appeals	4 years*
7	Board of Education	4 years*
5	Zoning Board of Appeals	4 years*
7	Board of Finance	4 years*
7	Planning and Zoning Commission	4 years*
35 (+/-)	Representative Town Meeting	2 years**
2	Registrars of Voters	4 years***
*Elected at regular Town elections by the electors of the Town at large.		
**Elected biennially by the electors of the voting district in which they reside, at regular Town elections.		
***Elected every four years by the electors of the Town at large at regular State elections.		

B. *Appointed Positions.*

(1) Boards and Commissions Appointed By The First Selectman - Shall be electors of the Town.

<i>MEMBERS</i>	<i>BODY</i>	<i>TERM</i>
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5	Building Board of Appeals	5 years
7	Commission for Senior Services	2 years
7	Conservation Commission	4 years
5	Flood and Erosion Control Board	4 years
5	Historic District Commission	5 years
5	Housing Authority	5 years
7	Human Services Commission	2 years
5	Parks and Recreation Commission	4 years
9	Public Site and Building Commission	4 years*
5	Shellfish Commission	2 years
15+15	Youth Commission	2 years + 1 year***

(2) Other Positions Appointed by the First Selectman.

- (a) Director of Emergency Management - need not be an elector of the Town.
- (b) Constables - no more than 7 - must be electors of the Town.
- (c) Westport-Weston Health District - no more than 5 members (1 member for each 10,000 inhabitants or portion thereof.) - must be electors of the Town.

(3) Administrators Appointed By the First Selectman - Salaried. Need not be electors of the Town.

Animal Control Officer.

Assessor.

Building Official.

Chief of Police.

Conservation Director.

Director of Human Services.

Finance Director.

Fire Chief.

Parks and Recreation Director.

Personnel Director.

Planning and Zoning Director.

Public Works Director.

Tax Collector.

Town Attorney.

Town Clerk.

Tree Warden.

Zoning Enforcement Officer.

- (4) Positions Appointed by Other Elected Bodies - Must be filled by electors of the Town except as hereinafter provided.
- (a) Representative Town Meeting appoints: half of the total trustees up to 10 Trustees, Westport Library Association, 4 year term.
 - (b) Planning and Zoning Commission appoints: 3 Alternate Members, 2 year term.
 - (c) Zoning Board of Appeals appoints: 3 Alternate Members, 4 year term.
 - (d) Board of Finance appoints: 1 Clerk; the Town Auditor.**
 - (e) The Board of Education appoints: the Superintendent of Schools.**
 - (f) The Registrars of Voters appoint: Assistant Registrars of Voters.

*RTM confirmation required.

**Salaried - need not be an elector of the Town.

***15 members shall be electors of the Town and shall serve staggered 2-year terms. 15 shall be students of the Town of Westport and shall serve 1-year terms.

§ C2-1. - Eligibility.

- A. No person, not at the time an elector of the Town, shall be eligible for election to any Town Office.
- B. Representative Town Meeting members shall be residents of the district from which they are elected.
- C. If any elected officer ceases to be an elector of the Town, the office shall thereupon be vacant.

§ C2-2. - Minority Representation on Boards and Commissions.

No more than a bare majority of the members of any Board or Commission shall be members of the same political party. Electors may vote only for as many candidates as may be elected.

§ C2-3. - Town Elections and Terms of Office.

- A. A meeting of the electors of the Town for the election of Town officers shall be held on the first Tuesday after the first Monday in November in each odd numbered year.
- B. The terms of office of elected Town officers, except Registrars of Voters, shall commence on the first Tuesday after the third Monday in November after their election and qualification and shall continue until their successors have been elected and have taken office.

§ C3-1. - Eligibility - Appointed Boards and Commissions.

- A. No person, not at the time an elector of the Town, shall be eligible for appointment to any Town Board or Commission, except students serving on the Youth Commission.
- B. No elected Town officer shall be eligible to serve on any appointed Board or Commission.
- C. No person shall serve as a regular member of the same appointed Town Board or Commission more than 2 full consecutive terms or 8 consecutive years, whichever is greater, plus any unexpired portion of a term.
- D. If any appointed officer ceases to be an elector of the Town, the office shall thereupon be vacant.

§ C12-5. - Budget.

The Finance Director, in consultation with the Board of Finance, the First Selectman and the Finance Committee of the RTM, shall establish the form of all operating and capital budget requests. Under the direction of the First Selectman, the Finance Director shall prepare the proposed operating and capital budgets, except that of the Board of Education which shall be prepared by the Board of Education, or its designated employees, and which shall be submitted in accordance with the provisions of Chapter 14 herein. The First Selectman shall transmit the entire proposed budget to the Board of Finance each year with a narrative budget message which shall set forth the capital projects to be undertaken during the budget year, as well as those proposed for the next 5 years.

§ C12-6. - Payment of Town Expenses.

All checks in payment of the expenses of the Town, except those incurred by the Board of Education, shall be signed by the First Selectman and the Finance Director. All checks in payment of the expenses incurred by the Board of Education shall be signed by the Finance Director and such person as may be designated by the Board of Education. In the absence or inability of the First Selectman or the Finance Director to sign checks, they may be signed by such persons as the Board of Selectmen shall have designated by special vote, provided that, in any case, the checks shall bear the signature of either the First Selectman or the Finance Director.

§ C14-6. - Budget Duties of the Board of Education.

In accordance with Section 10-222 of the General Statutes, the Board of Education shall prepare an itemized budget estimate and submit it to the Town. This itemized budget estimate shall be filed with the Finance Director on prescribed forms and shall include detailed estimates of expenditures and revenues, other than tax revenues, to be collected in the ensuing fiscal year and such information as may be required by the Board of Selectmen or the First Selectman, in accordance with Section 10-222 of the General Statutes.

§ C38-1. - Public Regular Meetings of Board and Commissions; Public Records.

All regular meetings of the Board of Selectmen and of all other boards and commissions shall be open to the public, provided that any board or commission may hold an executive session when permitted by the Freedom of Information Act. Each board and commission, whether elective or appointive, shall keep an accurate record of all its official acts, votes, meetings and proceedings. A meeting of any board or commission for which public notice is required by the General Statutes shall be held either in the evening or on a Saturday, unless the majority of members present vote otherwise.

§ C38-2. - Conflict of Interest.

No Town employee or any member, whether elected or appointed, of any Board, Commission, Agency, Committee, Department or of the Representative Town Meeting of the Town shall participate in any official capacity in the hearing or decision upon any matter in which such person has, directly or indirectly, a personal or financial interest. In the event of such disqualification, such fact shall be entered on the records of the commission or board.

Any Town employee or any member, whether elected or appointed, of any Board, Commission, Agency, Committee, Department or of the Representative Town Meeting of the Town shall disclose any financial interest or any personal beneficial interest, either directly or indirectly, in any contract or purchase order for supplies, materials, equipment or services furnished to or used by the Town. Such disclosure shall be immediate and thereafter shall be made annually to the Office of the Town Clerk of the Town of Westport. This disclosure shall not apply to the mere ownership of up to 5% of the outstanding shares of publicly traded companies.

No Town employee or any member, whether elected or appointed, of any Board, Commission, Agency, Committee, Department or of the Representative Town Meeting of the Town shall accept or receive, directly or indirectly, from any person, firm or corporation to which any contract or purchase order has been awarded by the Town, any money, or anything of value whatsoever, or any promise for future reward. This prohibition shall not apply to political contributions made in accordance with applicable laws and regulations, nor to items of de minimus value.

§ C38-3. - Vacancies.

Except as otherwise provided, any vacancy in any elected or appointed Town office, except elected boards, shall be filled by appointment by the First Selectman for the unexpired portion of the term. If the office of First Selectman becomes vacant, the Board of Selectmen shall forthwith convene a special election to fill the vacancy. Until a successor has been elected and qualified, the remaining Selectmen and the Finance Director, acting as a board, shall exercise the powers and duties of the First Selectman and of the Board of Selectmen. Any other vacancy in any elected board shall be filled by appointment by the remaining members thereof for the unexpired portion of the term. If such elected board or Commission fails to fill the vacancy within 45 days, the vacancy may be filled by the First Selectman. When the person vacating an office, board or commission, other than the office of First Selectman, was elected or appointed as a member of a political party, such vacancy shall be filled from the membership of the same political party.

§ C38-4. - Compensation.

The members of all boards and commissions, except the Selectmen and members of the Board of Assessment Appeals, shall serve without compensation unless otherwise provided by the Representative Town Meeting. The Board of Finance will recommend in September and the Representative Town Meeting will approve in October the salaries of the Selectmen and members of the Board of Assessment Appeals. Mid-term salary adjustments may be approved by the Representative Town Meeting without the recommendation of the Board of Finance. The Board of Education shall fix the salaries of the officers and employees appointed by it. The compensation of all other appointed officers shall be fixed by the First Selectman. All compensation fixed as provided herein shall be subject to appropriation according to law. Outside of a cost of living increase, the Selectmen shall not have an increase during their term in office.

§ C38-6. - Recall.

- A. Any holder of elective office may be removed from office for failing to perform the duties of the office (nonfeasance), for performing said duties improperly (misfeasance), for performing illegal acts while in office (malfeasance), or upon conviction for a felony as provided in this section. Any elector of the Town must obtain from and subsequently file with the Town Clerk a signed petition addressed to the Board of Selectmen, naming the officer sought to be recalled, stating the reasons for 1 of the above grounds for the recall and demanding the holding of a recall election. Such petition shall be signed and dated by at least 10% of the electors of the Town, as determined by the last completed registry list of Registrars of Voters, and shall be filed with the Town Clerk within 30 days after having been obtained from the Town Clerk. If, within 5 days after the deadline for the filing of said petition, the Registrars of Voters find that the petition complies with all requirements, they shall so certify upon the petition and shall submit forthwith to the Selectmen. Within 7 days after the certification of the petition by the Registrars of Voters, the Selectmen shall order a recall election, unless the officer or board member sought to be removed shall have resigned. Such election shall be held between 30 and 40 days from the date of publication of the call for the recall election order. If a regular election is to occur within 60 days of the order, however, the Selectmen may provide for the recall election as part of the regular election. Voting at the recall election shall be in accordance with the laws applicable to special elections in the Town, shall provide for absentee voting and shall be by voting machines on the following alternative propositions:
- (1) For removal of (name and office).
 - (2) Against removal of (name and office).
- B. If a majority of the votes cast are for removal of the officer and if that majority equals not less than 20% of the registered electors of the Town, upon certification by the Town Clerk of the result of this vote, the office shall be vacant. No recall petition shall be filed against any office holder within 6 months before the expiration of his term or within 1 year of a previous election for this recall. If less than a majority of the members of an elected board is recalled, the vacancies shall be filled as specified in § C38-3. If a majority is recalled, the Board of Selectmen shall call a special election to fill vacancies.

CHAPTER 7 - Board of Education

§ C7-1. - Composition and Election.

- A. The Board of Education shall consist of 7 elected members, and no more than 4 shall be members of the same political party. In the election of 1989, the Board of Education shall be increased to 7 members, and no more than 4 shall be members of the same political party.
- B. Members of the existing Board of Education shall continue in office for the respective terms for which they were elected. The term of office of each member shall be 4 years and until a successor shall have taken office. In 1987, 3 members shall be elected at the regular Town election and 4 members shall be elected at the next succeeding regular Town election and thereafter alternately.

§ C7-2. - Powers and Duties.

The Board of Education shall be responsible for the operation and maintenance of the public school system in the Town and shall have all the other powers and duties conferred or imposed by law on Boards of Education. Notice of each regular meeting and agenda shall be published at least 3 days before each regular meeting in a newspaper having a substantial circulation in the Town.

§ C7-3. - Purchasing.

The Board of Education shall designate 1 employee to act with the Finance Director of the Town to maximize economies of purchasing in all areas practicable. The Finance Director, as Purchasing Authority, shall establish standards for purchasing, subject to approval of the Board of Selectmen and the Board of Education on an annual basis, which shall provide in part for sharing of purchases between the Town and the Board of Education and shall provide a policy of competitive bidding where appropriate.