

# PLYMOUTH PUBLIC SCHOOLS

## BYLAWS OF THE BOARD

SERIES 9000

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## **Bylaws of the Board**

### **Role of the Board and Member**

#### **I. 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.

## Bylaws of the Board

### Role of the Board and Member

#### 2. Specific Powers and Duties (continued)

- 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.

Bylaw adopted by the Board: February 10, 2016

PLYMOUTH PUBLIC SCHOOLS  
Terryville, Connecticut

## **Bylaws of the Board**

### **Role of the Board and Its Members**

#### **Statement of Integrity**

The long term health of a representative democracy requires that citizenship and leadership act upon what is right, rather than what is popular. As Board of Education members, our goal is to improve the education of our children and to advocate for them and their best interests. Board members must be working effectively together and with others in the community to successfully reach this goal. A Board of Education that operates with integrity will be a more effective Board. Integrity is first, discerning what is right and what is wrong, second, acting upon what you have discerned even at personal cost; and third, saying openly that you are acting on your understanding of right from wrong. It requires that students, colleagues, constituents, and others in the community be considered in every decision. A Board of Education with a sense of integrity will consider what is right, and what is wrong. This takes discipline and an awareness of one's environment.

To this end, as a Board of Education with integrity, we will:

- Understand that our first and greatest concern is the educational welfare of the students, and that all decisions must be based on this understanding;
- Render all decisions based solely on our judgment of the available facts and not surrender that judgment to individuals, special interests, or our own personal agendas;
- Attend all Board meetings insofar as possible, and be responsible for becoming informed on any and all issues coming before the Board, as well as being prepared to discuss and/or act upon all agenda items;
- Be responsible for becoming informed on any and all issues coming before the Board;
- Seeks to facilitate ongoing communication between the Board and students, staff, parents and all elements of the community;
- Conduct our meetings and foster an environment where all elements of the community can express their ideas;
- Declare a conflict of interest when it arises and excuse ourselves from related discussion and action on that issue;
- Refrain from using our position on the Board for personal or partisan gain;

## Bylaws of the Board

### Role of the Board and Its Members

#### Statement of Integrity (continued)

- Insist on regular and impartial evaluation of all staff, and conduct a yearly self-evaluation and set annual goals;
- Fairly assess all non-instructional aspects of the school operation;
- Support all decisions by the Board to the community once a decision has been reached;  
**AND**
- Understand that we have no authority beyond that which is exercised at the Board meeting, and that we shall not lend the impression that we are speaking on the Board's behalf unless that authority has been so delegated.

The Board of Education is committed to the highest legal and ethical standards essential in governing its school system. It endeavors to encourage growth and support established and innovative educational objectives.

(cf. 9000 - Role of Board and its Members)

(cf. 9271 - Code of Ethics)

## **Bylaws of the Board**

### **Limits of Authority**

The Board of Education is the unit of authority. Apart from their function as part of the unit, Board members have no individual authority. Individually the Board member may not commit the district to any policy, act or expenditure. The Board member is prohibited from doing business with the school district and from having an interest in any contract with the school district in general. The Board member does not represent a factional segment of the community, but is rather a part of the body which represents and acts for the community as whole.

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.

Bylaw adopted by the Board: February 10, 2016

PLYMOUTH PUBLIC SCHOOLS  
Terryville, Connecticut

## **Bylaws of the Board**

### **Number of Members, Terms of Office, Oath of Office**

#### **Number of Members**

The Plymouth Board of Education consists of 9 members who are elected bi-annually.

#### **Term of Office**

The term of office of a school Board member shall be for four years. Members shall take office at the first regularly scheduled meeting following the election. Before entering upon their official duties, members of the Board of Education shall take the oath of office before the town clerk or his/her designee.

#### **Term of Board Officers**

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

## **Bylaws of the Board**

### **Officers**

The Plymouth Board of Education shall, not later than two months after the date on which the newly elected officers take office, elect from its number a Chairperson, a Vice-Chairperson, and a Secretary.

Any vacancy in any office of the Board normally shall be filled by Board action within sixty (60) days.

In the event that in the interim a new member is to be appointed to the Board, the above time frame for electing an officer may be suitably delayed.

### **How Elected**

Each voting Board member shall cast his/her vote for the election of officers. The vote of each member shall be reduced to writing and shall be made available for public inspection within forty-eight hours, excluding Saturday, Sunday and legal holidays. The results of the election shall also be recorded in the minutes of the meeting and the minutes shall be available for public inspection at all reasonable times. If such officers are not chosen after one month because of a tie vote of the members, the Town Council on the selectmen of the town shall choose such officers from the membership of the Board.

(cf. 9221 - Filling Vacancies)

(cf. 9222 - Resignation/Removal from Office/Censure)

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

10-219 Procedure for filling vacancy on local board of education



## **Bylaws of the Board**

### **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 perform such other duties as may be delegated to him/her by the Board.

Legal Reference: Connecticut General Statutes  
10-218 Officers. Meetings.

## **Bylaws of the Board**

### **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.

## Bylaws of the Board

### 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.

Bylaw adopted by the Board: February 10, 2016

PLYMOUTH PUBLIC SCHOOLS  
 Terryville, Connecticut

## **Bylaws of the Board**

### **Recording Secretary/Clerk**

An individual who will serve as Recording Secretary will staff the Board of Education.

The Superintendent will appoint the Recording Secretary/Clerk, who will have primary responsibility for accurate records of the proceedings of the Board, including preparation of minutes of Board meetings in accordance with Board Bylaw 9326 subject to oversight of the Board Secretary; the preservation of reports of committees and communications addressed to the Board; reports of the Chairperson and reports of the Superintendent.

In the absence of the Recording Secretary/Clerk, the Superintendent or a staff person designated by the Superintendent shall serve as the Recording Secretary.

(cf. 9326 – Maintaining the Minutes)

Legal Reference:        Connecticut General Statutes  
                                 10-218 Officers.  
                                 10-224 Duties of secretary.  
                                 10-225 Salaries of secretary and attendance officers.

## Bylaws of the Board

### 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 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. Public Comment will be included on the subcommittee agendas.
3. The Superintendent shall notify all Board members of committee meetings.

Legal Reference: Connecticut General Statutes  
1-200 through 1-241 of the Freedom of Information Act.  
1-200 Definitions.  
1-225 Meetings of government agencies to be public.

Bylaw adopted by the Board: February 10, 2016

PLYMOUTH PUBLIC SCHOOLS  
Terryville, Connecticut

## **Bylaws of the Board**

### **Committee of the Whole – 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.

Legal Reference: Connecticut General Statutes

1-200 Definitions.

1-225 Meetings of government agencies to be public.

## **Bylaws of the Board**

### **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.

1-25 Forms of oaths.

Bylaw adopted by the Board: February 10, 2016

PLYMOUTH PUBLIC SCHOOLS  
Terryville, Connecticut

## **Bylaws of the Board**

### **Filling Vacancies on the Board**

#### **Vacancies**

Any vacancy in any elective town office, excluding the mayor and the town council members, from whatever cause arising, shall be filled by appointment by the Town Council for the unexpired portion of the term or until the next biennial election, whichever shall be sooner, provided that when a person vacating the office shall have been elected as a member of a political party, such vacancy shall be filled by the appointment of a member of the same political party. If there shall be a biennial election before the expiration of the term of any office in which a vacancy occurs, such office shall be filled until said election by appointment as provided herein and subsequently by the election of a person to fill that office for the remaining portion of the term. Such person shall take office upon election. The mayor and the Town Council members vacancies shall be filled by special elections, outlined in sections 5a and 5b. (A)

#### **Section 5a. Special Elections**

If any council member shall die, resign or remove his or her residence from his or her district town, or for any other reason, the position shall be filled by special election within the district, if more than six (6) months remain of the term. If more than six (6) months remain of the term, the position shall be filled in the interim period prior to the special election by appointment by the mayor or an elector of the same political party and district as the council member who vacated his or her position, and shall be approved by the council within two (2) weeks. If less than six (6) months remain, it shall be filled by the mayor and shall be from the same political party and district as the council member who vacated his or her position, and shall be approved by the council within two (2) weeks.

Legal Reference: Connecticut General Statutes  
 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.  
 Town Charter, Sec. 5 and 5a supp. 6, pp. 6-7.



## **Bylaws of the Board**

### **Removal of Board Officers**

It is the policy of the Plymouth 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 (7) 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.

## **Bylaws of the Board**

### **Removal of Board Officers**

#### **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, Conn.  
Super.LEXIS 2574 (Sept. 14, 2004).

## **Bylaws of the Board**

### **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.

7-479 Conflict of interest (municipal employees).

10-156e Employees of boards of education permitted to serve as elected officials; exception.

Bylaw adopted by the Board: February 10, 2016

PLYMOUTH PUBLIC SCHOOLS  
Terryville, Connecticut

## **Bylaws of the Board**

### **Code of Conduct For Board Members**

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

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

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

### **Procedures for Censure**

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

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

Legal References: Connecticut General Statutes  
10-220 Duties of boards of education.

Bylaw adopted by the Board: February 10, 2016

PLYMOUTH PUBLIC SCHOOLS  
Terryville, Connecticut

## **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.

## Bylaws of the Board

### 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.

## Bylaws of the Board

### Formulation, Adoption, Amendment or Deletion of Policies (continued)

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.

Reference: Robert's Rules of Order, Newly Revised

## **Bylaws of the Board**

### **Formulation, Adoption, Amendment or Deletion of Bylaws**

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

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

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

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

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



## **Bylaws of the Board**

### **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.

## Bylaws of the Board

### 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.

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

## Bylaws of the Board

### 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 by 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 monthly except July, 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.

## Bylaws of the Board

### Time, Place and Notice of Meetings (continued)

#### 3. Meeting Time and Place

- a. All regular meetings of the Board shall have the meeting time and location posted on the agenda unless extended to a time certain by a two-thirds vote of the Board members present.
- b. Special Meetings (non-emergency) - time and place to be determined and announced in advance of meeting.

Legal References: Connecticut General Statutes

1-200 (2) Definitions. "Meetings".

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

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.

## **Bylaws of the Board**

### **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.

## Bylaws of the Board

### Public Meetings and Executive Session

#### 2. Executive Sessions (continued)

- (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)  
1-206 Denial of access to public records or meetings.  
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.  
1-226 Recording, broadcasting or photographing meetings.  
1-231 Executive sessions.  
192-342 Smoking prohibited in certain places.

## **Bylaws of the Board**

### **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.

#### **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 Plymouth 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. (as amended by PA 07-213).

Bylaw adopted by the Board: February 10, 2016

PLYMOUTH PUBLIC SCHOOLS  
Terryville, Connecticut

## **Bylaws of the Board**

### **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. Procedures for Telephonic and Electronic 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 or electronically, 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.



## Bylaws of the Board

### Meeting Conduct (continued)

#### 3. 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) Three minutes may be allotted to each speaker. 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.  
 1-226 Recording, broadcasting or photographing meetings.  
 1-232 Conduct of meetings. (re: disturbances)  
 10-224 Duties of the Secretary.  
 19a-342 Smoking prohibited in certain places. Sign required. Penalty.  
 Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

## **Bylaws of the Board**

### **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.

## Bylaws of the Board

### 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.

The Board of Education may make minutes available on the Board's website, in its discretion.

Legal Reference: Connecticut General Statutes  
 1-225 Meetings of government agencies to be public.  
 Recording of votes.  
 Public Act 10-171, An Act Concerning Municipal Mandate Relief  
 10-224 Duties of the secretary.

Bylaw adopted by the Board: February 10, 2016

PLYMOUTH PUBLIC SCHOOLS  
 Terryville, Connecticut