

# Lisbon School District

15 Newent Road  
Lisbon, CT 06351

9325

## **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 and the provisions of the Freedom of Information Act.

All Board meetings shall commence at or as close as practicable to, the stated time provided there is a quorum, and shall be guided by an agenda which has 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 will be allowed for each speaker.
2. Persons wishing to speak during Public Comment will sign in on the document provided, indicating name, address and contact information.
3. 20 minutes of Public Comment will be allocated at the beginning of the meeting agenda, with comment limited to items on the meeting agenda, and speakers limited to residents of Lisbon, CT. Nonresidents wishing to speak at the beginning of the meeting will require approval from the Chairperson before the meeting. The Board may, by majority vote, decide to extend the 20 minutes allotted time.
4. Public Comment at the end of the meeting agenda will remain at 3 minutes per speaker and will be limited to one hour but will not be residence or agenda item limited. Preference will be given to any speaker on the initial sign-in sheet who did not have the opportunity to speak. The Board may, by majority vote, decide to modify the one hour allotted time.
5. Written statements read during public comment must be identified before reading as being authored by the speaker or as being authored by someone else.
6. No disrespectful conduct shall be permitted at any Board of Education meeting. 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.

7. 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 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.
8. 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)

(cf. 9325.43 – Attendance at Meetings via Electronic Communications)

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:** 04-17-2023-Lisbon Board of Education