



**NORWALK PUBLIC SCHOOLS
NORWALK, CT
BOARD OF EDUCATION
NORWALK, CONNECTICUT**

BOARD OF EDUCATION POLICY COMMITTEE

Committee Chairperson, Heidi Keyes

Tuesday, October 4, 2016

6:00 pm

Room A333

(City Hall – 3rd Floor)

AGENDA

1. Call to Order
2. Discussion and Possible Action: Bylaw 9321 Electronic Participation
3. Adjournment

Next Meeting: November 1, 2016

Bylaws of the Board**(Version #1) Electronic Participation**

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.

(Alternate -- Version #2) Electronic Participation

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.

(Alternate – Version #3) Electronic Participation

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 (Common Council Chambers or Board of Education room A300) 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: _____