

**THE BOARD OF EDUCATION OF THE TOWN OF BARKHAMSTED****BY-LAWS****ARTICLE I – PURPOSE**

Section 1	RESPONSIBILITY	9100	Page 3
Section 2	AUTHORITY	9110	Page 3
Section 3	DUTIES IMPOSED BY LAW	9120	Page 3

**ARTICLE II – ORGANIZATION AND OFFICERS**

Section 1	ORGANIZATION	9210	Page 4
Section 2	OFFICERS	9220	Page 4
Section 3	DUTIES OF OFFICERS	9230	Page 4
Section 4	COMMITTEES	9240	Page 5
Section 5	REMOVAL OF OFFICERS	9250	Page 5
Section 6	CONFLICT OF INTEREST	9270	Page 6

**ARTICLE III – METHODS OF OPERATION**

Section 1	FORMULATION OF POLICIES	9310	Page 7
Section 2	REIMBURSEMENT OF EXPENSES	9320	Page 7
Section 3	FORMULATION OF ADMINISTRATIVE REGULATIONS	9330	Page 8
Section 4	MEMBERSHIP IN SCHOOL BOARD ASSOCIATIONS	9340	Page 8
Section 5	BOARD EVALUATION	9350	Page 8

**ARTICLE IV – MEETINGS**

<b>Section 1</b>	<b>REGULAR MEETINGS</b>	<b>9410</b>	<b>Page 9</b>
<b>Section 2</b>	<b>SPECIAL MEETINGS</b>	<b>9420</b>	<b>Page 9</b>
<b>Section 3</b>	<b>NOTICE OF MEETINGS</b>	<b>9430</b>	<b>Page 9</b>
<b>Section 4</b>	<b>ORDER OF BUSINESS</b>	<b>9440</b>	<b>Page 10</b>
<b>Section 5</b>	<b>MEETINGS OPEN TO THE PUBLIC</b>	<b>9450</b>	<b>Page 10</b>
<b>Section 6</b>	<b>PROCEDURES DURING MEETINGS</b>	<b>9460</b>	<b>Page 10</b>
<b>Section 7</b>	<b>QUORUM</b>	<b>9470</b>	<b>Page 10</b>
<b>Section 8</b>	<b>PARLIAMENTARY PROCEDURE</b>	<b>9480</b>	<b>Page 11</b>

**ARTICLE V – AMENDMENTS**

<b>Section 1</b>	<b>AMENDMENTS</b>	<b>9500</b>	<b>Page 11</b>
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**THE BOARD OF EDUCATION OF THE TOWN OF BARKHAMSTED****BY-LAWS****ARTICLE I****PURPOSE****SECTION 1. RESPONSIBILITY 9100**

The Board of Education recognizes and accepts full responsibility for all duties imposed on it by Law. The purpose of these By-Laws is to provide for the organization of the Board and for an orderly and efficient method of performing its lawful functions.

**SECTION 2. AUTHORITY 9110**

Only the Board, sitting in a legally constituted meeting, through a formal vote, may take action. Board members do not have the authority as individuals to take action for the school system.

**SECTION 3. DUTIES IMPOSED BY LAW 9120**

Nothing in these By-Laws shall be interpreted to limit or modify in any way or to any degree the duties and responsibilities imposed on this Board by Law.

**ARTICLE II****ORGANIZATION AND OFFICERS****SECTION 1. ORGANIZATION 9210**

- A. The Board of Education shall elect officers at its Regular Meeting in January.
- B. At such meeting the Board shall select a temporary Chair and a temporary Secretary to serve until the election of permanent officers.
- C. The Board and its staff shall assist each new member to understand the Board's functions, policies and procedures.

**SECTION 2. OFFICERS 9220**

- A. Officers of the Board shall be: a Chair, a Vice-Chair and a Secretary. They shall be elected at the January Regular Meeting following an election year and shall take office immediately upon election. A record of the votes shall be transmitted to the Town Clerk within 48 hours.
- B. If any office is vacated for any cause during the term of the holder, another member of the Board shall be elected to fill the vacancy at the next meeting of the Board.

**SECTION 3. DUTIES OF OFFICERS 9230**

- A. The Chair shall preside over all meetings of the Board. The Chair shall be the official spokesman for the Board and unless the Board shall otherwise direct, shall make or authorize all announcements concerning Board policy or action. The Chair's status as presiding officer shall not impair the Chair's right and duty to vote on matters before the Board.

- B. The Vice-Chair shall function as Chair in the absence of the Chair. If the office of Chair is vacated, the Vice-Chair shall act as Chair until the office is filled by vote of the Board.
- C. The Secretary shall be responsible for the minutes of Board meetings and shall certify by his or her signature the minutes of each meeting in the official record. Minutes shall be open to public inspection.

In the event that the Chair and the Vice-Chair are absent from Board meetings, the Secretary shall preside and act as Chair.

**SECTION 4.****COMMITTEES****9240**

- A. Advisory Committees may be established by the Board from time to time for specific purposes as the Board shall prescribe. The functions of all committees shall be fact finding, deliberative and advisory. When a committee is established, the Board shall provide guidelines for membership and a charge for committee action. Each committee shall additionally be given a due date for the Board to receive a written report. This report shall be reviewed with the committee at a public meeting. Final action on committee recommendations rests with the Board of Education.
- B. Any committee may be discharged at any time by vote of the Board.

**SECTION 5.****REMOVAL OF OFFICERS****9250**

Any officer of the Board may be removed from office for cause, after reasonable notice and hearing, by a majority vote of those present at any Regular Meeting or at any Special Meeting called for the purpose, and may be removed without cause at any time by a vote of two-thirds of the total membership of the Board.

**SECTION 6.****CONFLICT OF INTEREST****9270**

The Board desires its members not only to adhere to all laws regarding conflict of interest, but to be continually aware of situations which have the appearance of conflict of interest and to avoid actions that might embarrass themselves or the Board.

Two areas of Board operations must be guarded with particular care in order that there be no real or seeming conflict of interest. These are purchasing and hiring of new personnel. Therefore:

1. No member of the Board shall have any direct pecuniary interest in a contract with the school district, nor shall he/she furnish directly any labor, equipment, or supplies for the district for compensation. It is not the intent of this bylaw to prevent the district from contracting with corporations or businesses because a Board member is an employee of the firm. However, in such instances the member is expected to declare his/her association with the firm and will refrain from debating or voting on the question.
2. If a member of the immediate family of a Board member—specifically parent/guardian, spouse, domestic partner of a civil union, child or grandchild—is being considered for employment, that member shall disqualify him/herself from participation in discussion or vote.
3. The Board shall not give preferential treatment to companies in which town officials or paid town employees, have a major financial interest or to companies by which they are employed.
4. No Board member shall use his or her position to influence an employment or contractual decision other than those routinely made by the Board itself.

Legal Reference: Connecticut General Statutes

7-479 Conflicts 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

### **ARTICLE III**

**METHODS OF OPERATION****SECTION 1. FORMULATION OF POLICIES 9310**

- A. The Board of Education shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the school district. They shall be recorded in writing.
- B. The formulation and adoption of these written policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the school district. The study and evaluation of administrative regulations and reports concerning the execution of its written policies shall constitute the basic method by which the Board of Education shall exercise its control over the operation of the school system.
- C. The Board Policies shall be reviewed periodically and revised as needed.
- D. Board policy shall initially be presented as a draft at a Regular Meeting or a Special Meeting. The policy will then be carried over for adoption at the next regularly scheduled Regular Meeting or at the next Special Meeting.
- E. The formal adoption of policies shall be recorded in the Minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official Board Policy.

**SECTION 2. REIMBURSEMENT OF EXPENSES 9320**

Board members shall be reimbursed for expenses incurred in the discharge of their duties under the same regulations that pertain to school staff.

**SECTION 3. FORMULATION OF ADMINSTRATIVE REGULATIONS 9330**

The Board shall delegate to the Superintendent the function of developing administrative regulations to implement Board policy.

The Board reserves the right to review administrative regulations at its discretion to insure that they are consistent with policies adopted by the Board.

Administrative regulations need not be reviewed by the Board in advance of implementation except as required by state law.

**SECTION 4. MEMBERSHIP IN SCHOOL BOARD ASSOCIATIONS 9340**

The Board may hold membership in the Connecticut Association of Boards of Education (CABE). Board members are expected to adhere to the Code of Ethics\* of the Connecticut Association of Boards of Education.

**SECTION 5. BOARD EVALUATION 9350**

The Board of Education shall annually undertake a self-evaluation of its policies, practices, and internal operating procedures in order to provide the best possible services to the community and school system.

**\* Connecticut Code of Ethics for Boards of Education is on the last page**

**ARTICLE IV**



- A. The Agenda at each Regular Meeting shall be:
1. Call to Order
  2. Public Portion
  3. Approval of Minutes
  4. Old Business
  5. New Business
  6. Principal's Report
  7. Superintendent's Report
  8. Committee Reports
  9. Review of Bills Paid and Budget Expended
  10. Communications
  11. Public Portion
  12. Adjournment

**SECTION 5. MEETINGS OPEN TO THE PUBLIC 9450**

Meetings of the Board shall be open to the public provided, however, that the Board may, by a majority vote of those present at any meeting: (1) hold adjudicative hearings in Executive Session when required or authorized by law and (2) deliberate and discuss, but not vote, in Executive Session on any matter exempt by statute from public disclosure, including personnel matters, collective bargaining strategy, pending claims and litigation, and the like.

**SECTION 6. PROCEDURES DURING MEETINGS 9460**

Except in emergencies, the Board shall not attempt to decide upon any question submitted for consideration by any person or persons until the Board has examined and evaluated all information. The Superintendent shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board attempts to make a decision.

**SECTION 7. QUORUM 9470**

Four (4) members of the Board of Education shall constitute a quorum for any Regular or Special Meeting.

**SECTION 8. PARLIAMENTARY PROCEDURE 9480**

Unless otherwise provided in the Board's By-Laws, the Board shall conduct all of its meeting, in accord with "Roberts Rules of Order, Revised."

**ARTICLE V**

**AMENDMENTS**

**SECTION 1.**

**9500**

These By-Laws may be amended by the affirmative vote of a majority of the entire membership of the Board, at any Regular or Special Meeting of the Board, provided that a copy of the proposed amendment shall have been included in the call for such a meeting.

Date Adopted: 10/22/01

Revision proposed: 9/05

Revision adopted: 10/05

Revision proposed: 9/12

Revision adopted: 10/12

9271

*This Code of Ethics was adopted by the CAFE 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.

- Board 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 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 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.2300-Statement of Ethics for Administrators)

Bylaw adopted by the Board:

BARKHAMSTED SCHOOL  
Barkhamsted, Connecticut