

Bylaws of the Board

Meetings of the Board

The Board of Education is a legal body which exists only when its members are assembled in official session. It is the responsibility of the Board to publicly convene for the purpose of conducting official business as required.

It is the policy of the Board to hold a regular meeting on the first and third Wednesday of each month (unless otherwise prescribed). The Board shall also, when the need dictates, conduct special meetings as called by the Board Chairperson, Charter or Town Code, or upon request of three Board members. An agenda, prepared in accordance with the standards set forth in this policy, shall be publicly posted at least twenty-four hours prior to the time a meeting of the Board is to convene.

Official transactions of the Board shall ordinarily be conducted at the regular meeting. A special meeting, which has been called for a specific purpose, shall only address the specific order of business for which the meeting has been called.

1. So that the Board may be well prepared for meetings, all members shall receive the written agenda, as well as supporting information for items to be considered, at least two business days before a meeting of the Board.
2. The Board shall meet in executive session as needed, in accordance with the circumstances prescribed by the Freedom of Information Act (refer to Bylaw #9322).
3. All meetings of the Board are open to the public, unless not subject to the requirements of the F.O.I.A. An opportunity for public comment shall be scheduled at every regular meeting.
4. The agenda of all meetings shall be prepared by the Superintendent in consultation with the Board Chairperson. As a general guideline, every effort shall be made to conduct the business of the Board agenda in an approximate 2-hour time period.
Refer to Bylaw #9323 for Meeting Agenda Construction.
5. All actions of the Board shall be recorded as Board minutes and kept on file as the permanent official record of the Board meeting proceedings.

Bylaws of the Board

Meetings of the Board (continued)

6. A majority of the Board members (four) shall constitute a quorum for the transaction of business. (cf. 9325.1 – Quorum)
7. Robert’s Rules of Order, Revised” shall govern the proceedings of the Board except when in conflict with Board Bylaws.
8. A meeting of the Board may be canceled by the agreement of a majority of the Board.
9. A listing of the regular meetings of the Board of Education shall be posted with the Town Clerk no later than January 31st of each year.

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 19, 2002

REVIEWED/REVISED: 11/15/17

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut