

Bylaws of the Board

Time, Place, Notification for Meetings

Regular Meetings

The Board of Education must file a schedule of all regular meetings with the Town Clerk, annually by January 31.

Unless otherwise altered by Board action, regular meetings of the Board shall be held on the first and third Wednesday of each month at 7:00p.m., with the exception of the months of February, April, July, August and November when the regular meeting is scheduled for the second Wednesday of the month. In instances when the meetings would conflict with other scheduled events or a legal holiday, the regular meeting of the Board shall be held on a mutually agreed upon time during that week. The Superintendent shall ensure that major school events not be scheduled in conflict with regular Board of Education meetings.

Special Meetings

Special meetings may be called by the Board as a whole, by the Board Chairperson, or by the Board Secretary upon the written request of three board members. When possible, they shall be announced in advance at a regular meeting of the Board.

Notification

Whenever possible, all changes of regular meetings from normal dates (special meeting) and locations shall be posted at least two days prior to the date of the meetings unless otherwise prescribed by law.

Notice of any special meetings, except, as provided by law, in the case of an emergency, must be filed with the Town Clerk at least twenty-four (24) hours before it is held. The Clerk shall then post such notice promptly in his/her office. The notice must specify the time and place of a special meeting and list the agenda items. Any matter not appearing on the agenda cannot be taken up at a special meeting. The minutes of a special emergency meeting, stating the nature of the emergency and noting the proceedings, must be filed within 72 hours of such meeting.

Time, Place, Notification for Meetings (continued)

(cf. 9320 - Meetings)
 (cf. 9322 - Public and Executive Session)
 (cf. 9327- Electronic Mail Communications)
 (cf. 9325.1 – Quorum)
 (cf. 9325.4 – Vote Recording)
 (cf. 9326 – Minutes)
 (cf. 9325.43 – Electronic Participation)

Legal Reference: Connecticut General Statutes
 1-200(2) Definitions. “Meeting”
 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
 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
 1-206 Denial of access of public records or meetings. Notice. Appeals
 10-218 Officers. Meetings

Bylaw adopted
 by the board: 10/3/90
 revised: 8/19/97
 revised: 4/6/11

BROOKFIELD PUBLIC SCHOOLS
 Brookfield, Connecticut

REVIEWED/REVISED: 11/15/17