

REGULAR AND SPECIAL MEETINGS

The Board of Education shall meet on the second and fourth Wednesdays of each month, except for the months of July, August and December. Regular meetings during these months shall be the second Wednesday in July, the fourth Wednesday in August and the second Wednesday in December.

If any meeting date falls on a legal holiday, it will be scheduled for the next day (Thursday).

Changes in this schedule can be made at a regular meeting. Meeting times, places, and dates may be eliminated or rescheduled.

Special meetings can be called by the Board of Education at a regular meeting by the request of two Board members or by the Board Chair. Members shall have forty-eight (48) hours notice prior to a special meeting.

Adjourned meetings occur when a quorum is not present or at a regular meeting where items on the agenda could not be completed due to time consideration. Rescheduled meetings will consist of completing the agenda.

**Construction of the Agenda**

The Superintendent in cooperation with the Chair of the Regional School District No. 7 Board of Education shall prepare an agenda for each regular meeting. Any member of the Board of Education may call the Superintendent and request an item to be placed on the agenda no later than four (4) days prior to the legally required public posting of the agenda.

At the Board of Education meeting, new items for the agenda may be included by a 2/3 of weighted vote of the members present and voting. It is urged that Board members use discretion when asking to add an agenda item at the meeting.

**Posting of the Agenda**

At least 24 hours prior to the time of the regular meeting, the agenda shall be posted in the town halls of the four represented towns and on file in the Superintendent's office. The Agenda should be readily available to parents, teachers and the general public. Anyone wishing to be on the mailing list for the agenda should notify the Superintendent's office.

Adopted 1/27/81 (except Agenda Order), Agenda Order Approved 2/24/81  
Revised and Approved 11/24/81; Revised and Approved 10/27/92  
Renumbered 10/24/00; Revised/Approved 7/12/05  
Revised/Approved 1/24/07  
Reviewed/Revised/Approved 7/20/2010

REGULAR AND SPECIAL MEETINGS (Continued...)

REGULAR AND SPECIAL MEETINGS  
AGENDA ORDER

I. CALL TO ORDER

II. PUBLIC PORTION:

A. Opportunity for Public to Speak on Agenda Items

Members of the public who wish to address the Board on Agenda Items may do so during this portion of the meeting. Time may be limited to 30 minutes.

Questions which may arise concerning agenda items during the course of the meeting may be asked for a period of 10 minutes at the close of the meeting but before adjournment. This does not preclude the Board from opening the meeting to the public from time to time. The Board may limit the time for discussion.

Members of the public who wish to address the Board upon matters other than those on the agenda should submit a request in writing to the Superintendent by the Wednesday prior to the Board meeting. If the subject concerns complaints, Policy No. 1312 – Complaints and Concerns, is to be followed.

Matters which do not pertain to the Board that can be solved at an administrative level should not be presented to the Board.

B. Introduction of Special Visitors or Delegations

III. APPROVAL OF MINUTES

IV. REPORTS

- A. Student Representatives
- B. Superintendent
- C. Principals
- D. Delegates
- E. Advisory Committees or Board Sub-Committees

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- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. CORRESPONDENCE
- VIII. ITEMS FOR FUTURE AGENDAS  
Board members request for information or items for future agendas
- IX. PUBLIC QUESTIONS ON AGENDA ITEMS (See II. Above)
- X. EXECUTIVE SESSION
- XI. ADJOURNMENT

New items for the Agenda maybe included by 2/3 weighted vote of members present and voting. It is urged that Board members use discretion when asking to add an agenda item.

The second meeting of the month will include a curriculum presentation to the Board by Department Chairs as time and agenda permit.

Adjourned meetings start with the first item not covered when the regular meeting is adjourned.

Notification of Members of the Board – The office of the Superintendent shall notify each member of the Board of Education prior to the meeting date. Each Board member will be sent a copy of the Agenda and Minutes of the previous meeting except in cases of Special Meetings where time does not permit.

Quorum – A quorum shall consist of four members representing three towns, representing at least 50% of the weighted vote, who shall be qualified to transact all business except such as requires prior notice of the approval of more than four members according to law or the By-Laws. \*If a Board member is unable to attend a meeting, he/she may elect to participate through electronic means for part of or for the entire meeting.

Public Participation in Board Meetings – All meetings of the Regional School District No. 7 Board of Education shall be open to the public. All business of the Board except as noted in the case of Executive Session shall be transacted at a legal meeting.

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The Board recognizes its responsibility to conduct business of the District in an orderly and efficient manner and will, therefore, require reasonable controls to regulate public presentations to the Board. For procedures to follow in addressing the Board, refer to Agenda Order for Regular and Special Meetings, Item II. above.

Parliamentary Procedure – Unless otherwise provided in the Board’s By-Laws, the Board shall conduct all its meetings in accordance with Robert’s Rules of Order, Revised.

Legal References: CT General Statutes: Section 1-4. Days Designated As Legal Holidays (1949, Rev., S. 8880; 155. S. 3354d; 1969, P.A. 11,S.a.; P.A. 73-3, S. 1; 73-648, S.1; P.A. 76-267, S.1; P.A. 83-523, 83-587, S.2; P.A. 84-56, S.2) See Section 36-28.

CT General Statutes: Section 1-18. Definitions

CT General Statutes: Section 1-21. Meetings of governmental agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive Session.

CT General Statutes: Section 1-21d. Adjournment of meetings. Notice.

CT General Statutes: Section 1-21f. Regular meetings to be held pursuant to regulation, ordinance and resolution.

CT. General Statutes: Section 1-21h. Conduct of meetings.

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