

Minutes

The Bethany Board of Education (Board) Recording Secretary shall keep the minutes, a record of all Board proceedings as required by statutes which shall be a complete and permanent record of Board meeting action, including resolutions and motions in full. Minutes should always reflect Board action and related discussion rather than attempting verbatim account of the meeting.

The minutes of meetings of the Board shall including the following items:

1. The kind of meeting, date, and place of meeting.
2. The call to order, stating time, name and title of presiding officer.
3. The names of those members in attendance.
4. The names of the Superintendent and other administrative staff in attendance.
5. A record of any corrections to the minutes of previous meetings and the actions approving them.
6. A record of all communications presented to the Board.
7. A record of any reports of Board members or staff members.
8. The disposition of all matters on which action was recommended.
9. All motions and resolutions and their disposition, listing all votes, abstentions, and absentees.
10. All decisions concerning future meetings and agendas.
11. By request, a brief statement of a Board member may be included.

One copy of the official minutes shall be maintained in the Office of the Superintendent and one copy in the Office of the Town Clerk. They shall be made available to interested citizens upon request.

Board minutes shall be available in unapproved form within seventy-two (72) hours of a Board meeting excluding Saturdays, Sundays, and legal holidays; a written record of Board votes shall be available for public inspection in the Superintendent's Office within forty-eight (48) hours of a Board meeting excluding Saturdays, Sundays and legal holidays. (In determining the time, herein, any day on which the Superintendent's Office is closed shall also be excluded.) Votes taken shall also be reflected in the minutes of each meeting and the minutes shall be available for public inspection and posted on the Board's website.

Copies of the minutes of a meeting shall be sent to all members of the Board before the meeting which they are to be approved. Permanent minutes shall be signed by the Board Recording Secretary or his/her designee.

Any public meeting of the Board may be photographed, broadcast, or recorded for broadcast providing there is no disruption of the Board's meeting.

BYLAWS OF THE BOARD

9326(b)

Legal Reference: Connecticut General Statutes § 1-225
 Connecticut General Statutes § 10-218
 Connecticut General Statutes § 10-224

Bylaw adopted: September 9, 1991
Bylaw revised: November 13, 2002
Bylaw reviewed: February 11, 2004
Bylaw revised: March 10, 2004
Bylaw revised: February 10, 2016
Bylaw revised: April 8, 2020