

## Series 9000 - Bylaws of the Board

### 3. Methods of Operation

#### B. Meetings

##### (6) Minutes

The ~~Secretary of the Board's Recording Secretary of Education~~ shall keep minutes of all regular and special meetings of the Board, which shall be a complete and permanent record of Board meeting action, including resolutions and motions in full. Subcommittee chairs shall keep minutes of all subcommittee meetings. ~~Subcommittee chairpersons shall keep minutes of all meetings and shall be submitted for distribution". Copies of the proceeding shall be made for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings and the master copy shall be kept in a fireproof vault. Minutes should always reflect Board action and a summary of related discussion. Minutes shall not include a verbatim account of the meeting. Minutes shall be filed with the Town Clerk and be made available on the District's website to the public for review~~ within seven days after each meeting.

#### Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. ~~Individual~~ Board member votes and abstentions will be recorded. All motions and resolutions shall be numbered for each fiscal year beginning July 1.

#### Maintaining the Minutes

The minutes of regular and special meetings of the Board of Education shall include the following items~~be maintained as outlined below:~~

- I. Content
  - A. The date, place, and type of meeting.
  - B. Board mMembers present and members absent, by name.
  - ~~B.C.~~ Notation of Superintendent and other District officials participating.
  - D. Call to order, start time, and name and title of presiding officer.
  - ~~C.~~ and opening ceremony
  - ~~D.E.~~ Arrival of tardy members by name and time.
  - F. Departure of members by name before adjournment, or if absent when any agenda items are acted upon.
  - G. Any actions approving minutes of previous meetings or corrections to minutes of previous meetings.
  - H. Names, addresses and description of comments for those speaking during public comment.
  - I. A record of any reports from Board members, the Superintendent and staff.

~~E.~~ All motions and resolutions and their disposition, listing all votes, abstentions and absentees.

~~F.~~ ~~Record of written notice of special meetings~~

~~G.~~ K. Record of items of business to be considered at future regular or special meetings.

Legal Reference: Connecticut General Statutes  
10-218 Election of officers  
10-224 Duties of the secretary  
1-21 Meetings of government agencies

Bylaw adopted by the Board: December 2, 1997  
Bylaw revised: November 20, 2012

SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut