

Bylaws of the Board

Time, Place, and Notification of Meetings

Regular Meetings

1. The Board of Education (Board) shall set a calendar of regular meetings for the ensuing year at the first regular meeting in December.
2. In compliance with the General Statutes of the State of Connecticut the Chairperson shall file this calendar with the Town Clerk by December 31st and not later than January 31st.
3. Normally the Board shall schedule regular meetings on the 2nd Monday of each month of the year.
4. If at any point in the meeting the Board should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.

Special Meetings

1. Special meetings may be held when determined by the Board, when so called by the Chairperson, or upon written request of three members of the Board.
2. No special meeting shall be held, unless a notice stating the time, place, and purpose of the meeting has been given to each member and to the Town Clerks twenty-four (24) hours before the time stated for the meeting to convene.
3. When a majority of the members agree that an emergency exists, which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such meeting.
4. No other business shall be considered by the Board at that special meeting.

Notice of Meetings

Notice of meetings will be mailed to persons filing a written request renewable in January of each year. The Board of Education will charge a fee for these notices based upon cost of the service, as provided by law.

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Electronic Participation during In-Person Meetings

Recognizing the inherent responsibility and statutory duties of Board members, the Board of Education strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the participation of members in an in-person Board meeting by electronic means is authorized whenever physical presence is not practicable. An in-person meeting of the Board will only be conducted if a quorum of the Board is physically present at the in-person meeting.

Members who participate in an in-person Board meeting through electronic means shall be counted in the quorum. Due to security concerns electronic participation in closed executive sessions will not be permitted. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment, so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. The Superintendent will take measures to verify the identity of any remotely located participants.

Electronic Meeting of the Board During School District Closures

The Board acknowledges that during the closure of the Amity Regional School District No. 5 (ARSD) and the ARSD schools business of the Board may still need to occur. In this event where pressing business of the Board is required such as, but not limited to, personnel issues, budget hearings, approval of bills payments, policies, etc., a meeting through electronic means will be permitted.

1. Board members shall make every attempt to participate through a technology portal where they can be viewable, or at a minimum heard, by each other and members of the public. The Board will accomplish this through use of an electronic videoconferencing program.
2. Notice of the Board meeting's virtual location shall be published through the traditional means and outlets as well as being noticed on the ARSD website and in the Board of Education Office no less than 48 hours in advance.
3. ARSD shall post the agenda for the meeting no later than 24 hours in advance for review and reference by members of the public. The agenda will also be posted on the ARSD website.

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4. Members of the public can submit their comments to be added to the public record by emailing the Clerk of the Board of Education prior to 2:00 pm on the day of the meeting. These comments will be summarized by the Board Chair in the place so designated in the agenda for the meeting. The public may also email the Clerk of the Board by 2:00 pm on the day of the meeting and request to speak during public comment as noted on the agenda. Those members of the public making such request will be provided with the information necessary to join the meeting electronically to provide public comment.
5. ARSD shall provide any member of the public with a physical location and the electronic equipment needed to attend a fully remote meeting in real-time. Members of the public must request this provision by emailing the Clerk of the Board of Education by the close of the last business day before the day of the fully remote meeting.
6. Under these circumstances when a Board meeting needs to be held under the circumstances described above a recording of the meeting with video, in addition to minutes, will be posted in the same way that the audio is posted for traditional, in-person meetings of the Board. These recordings will not stand as the minutes; only the written record as approved will do so.
7. The Board shall take the steps necessary for the public to view remote Board meetings and proceedings in real time.
8. Executive session will not be conducted during an electronic meeting of the Board.

Legal Reference: Connecticut General Statutes

1-200(2) Definitions. "Meeting."
1-225 Denial of access to public records or meetings.
1-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3.
1-226 Broadcasting or photographing meetings.
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.
1-231 Conduct of meetings.
10-218 Officers. Meetings.
10-238 Petition for hearing by board of education.