

TIME, PLACE AND NOTICE OF MEETINGS

Regular Meetings

- A. The Board of Education shall set a calendar of regular meetings for the ensuing year at the first regular meeting in December.
- B. In compliance with the General Statutes of the State of Connecticut, the Chairperson shall authorize the Board Clerk to file this calendar with the Town Clerk of each of its member towns, and post this calendar on the Board’s website, no later than January 31.
- C. Normally, the Board shall schedule regular meetings on the first and third Tuesdays of each month of the year.
- D. If at any point in the meeting the Board of Education should not maintain a quorum, (a minimum of six members), 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.
- E. If, in accordance with applicable law, the Board conducts a regular meeting by means of electronic equipment, the Board shall provide, at least forty-eight (48) hours before the meeting, direct notification in writing or by electronic transmission to each member of the Board and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment in the Administrative Offices of the Board, in the office of the Town Clerk of each municipal member of the school district, and on the Board’s Internet web site. Such notice shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law.

Special Meetings

- A. 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.
- B. 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 Clerk, and has been posted on the Board’s website twenty- four (24) hours before the time stated for the meeting to convene.
 - 1. If, in accordance with applicable law, the Board holds a special meeting conducted solely or in part by means of electronic equipment,

notice of such meeting shall include whether the meeting will be conducted solely or in part by means of electronic equipment. If such meeting is to be conducted by means of electronic equipment, such notice shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted.

- C. 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 a meeting.

Meeting Time and Place

- A. All regular meetings of the Board shall begin at the posted time, or as soon thereafter as a quorum is present. All meetings of the Board shall be held in the Central Office Board Room or the IS/MS Media Center, unless otherwise ordered by the Board Chair.
- B. The Board may schedule special meetings for the purpose of conducting “workshop” sessions to provide members with an opportunity for planning and thoughtful discussion. Topics for “workshop” session discussion will be announced publicly and such sessions shall be conducted in accordance with state law on public meetings.

Legal References:

Connecticut General Statutes

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

- 1-225 Meetings of government agencies to be public.
Recording of votes. Schedule of agenda of meetings to be filed. Notice of special meetings Executive session.
- 1-228 Adjournment of meetings. Notice.
- 1-229 Continued hearings. Notice.
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- 7-3 Warning of Town and other meetings.
- 7-4 Record of warning.
- 10-218 Officers. Meetings.

APPROVED: 11.10.20

REVISED: 08.16.22